SUPPLY AND SERVICES DIVISION

External Standard Operating Procedures (SOP)

Version 4.0





Directorate of Logistics Building 7920 Fort Riley, KS 66442

June 2010

DOL, SUPPLY AND SERVICES - EXTERNAL SOP

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CHAPTER 1: GENERAL.

1.1 Mission.

The Fort Riley Directorate of Logistics (DOL), MEO Supply and Services Division serves as the authorized requisitioning and turn-in activity for the US Army and any other authorized customers in the Kansas and AR 5-9 area who require supply support. This activity furnishes all classes of supply, except Classes VI and VIII, and also operates an ASP and a bulk fuel dispensing facility.

1.2 Purpose.

This External Standard Operating Procedure (SOP) establishes uniform guidance and procedures for obtaining support from the Fort Riley DOL Supply and Services Division.

1.3 Applicability.

This SOP applies to all units, activities and organizations receiving support from the DOL Supply and Services Division.

1.4 Objective.

The objective of this SOP is to assist the customers and ensure smooth interactions between supported customers and the Fort Riley, DOL, Supply and Services Division.

1.5 Operating Hours and Telephone Contact for Supply and Services Division.

Chief, Supply and Services Division - Building 409 – Rm 125 0730-1600 239-488
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SUPPLY MANAGEMENT BRANCH - Building 7920

Installation Accountable Officer/COTR -	Rm A2	0730-1600	239-1430
QAE/SARSS-1 -	Rm A1	0730-1600	239-9158
QAE SARSS2A/C -	Rm A1	0730-1600	239-9207
Accountable Officer Bulk Fuel-	B409 Rm 128	0730-1600	239-5249
QAE Bulk Fuel/FAS –	B409 Rm 127	0730-1600	239-1917
Unique Item Tracking (UIT) -	Rm A1	0730-1600	239-9153

SERVICES BRANCH - Building 7920

Chief/Central Issue Facility PBO –	Rm A2	0730-1600	239-5938/717-9536
QAE's/CIF –	Rm A1	0730-1600	239-9181/717-9435

Consolidated Installation Property Book Officer/

QAE/Laundry QAE – **Building 409 Rm 126** 0730-1600 239-3555

FOOD SERVICES BRANCH - Building 409

Chief/COR –**Rm 232** 0730-1600 240-2863

ACOR/QAE's Food Service - **Rm 231** 0730-1600 239-9263/5572 and

240-2261/2264/2270

Troop Issue Subsistence Activity /Accountable Officer/AFMIS Systems Administrator

B229 0730-1600 239-2183

Contractor Warehouse POC B229 0730-1600 239-

9069/1462

STORAGE BRANCH - Building 7920

Chief, Storage Branch – **Rm A7** 0730-1600 239-1972

QAE's/Storage –**Rm E1** 0730-1600 239-9269/9229/1940

ASP Accountable Officer – Building **918** 0730-1600239-4102 Manager Ammunition Holding Area (AHA) **B918** 0730-1600 239-4102 (After hours – 239-2222)

* To call on a civilian telephone: - 785 + Extension (for Long distance calls)

DSN -239 (856) / -240 (520)

1.6 Addresses:

1. Location:

The Fort Riley, DOL MEO Supply Management Branch and CIF are located at:

Building 7920

Fort Riley, Kansas 66442

The Fort Riley, DOL, MEO Ammunition Supply Point (ASP) and Ammunition Holding Area (AHA) are located at:

Building 918

Fort Riley, Kansas 66442

The Fort Riley, DOL, MEO Bulk Fuel Point is located at:

Building 8311 Fort Riley, Kansas 66442

The Fort Riley, DOL MEO Installation Consolidated Property Book Office, Bulk Fuel Accountable Officer, and Food Program Management Office is located at:

Building 409 Fort Riley, Kansas 66442

2. E-Mail Addresses:

- Chief, Supply & Services Division (deborah.gray@conus.army.mil)
- Chief, Supply Management Branch (cynthia.gallant@conus.army.mil)
- Chief, Services Branch and CIF PBO (deborah.gray@conus.army.mil)
- Chief, Food Service Branch and COR (mark.harder1@conus.army.mil)
- Chief, Storage Branch (viktor.bojorquez@conus.army.mil)
- ASP Accountable Officer (rick.eyestone@conus.army.mil)
- Bulk Fuel Point/FAS (anthony.williams56@conus.army.mil)

3. Mailing/Shipping Address:

Supply Management Branch ATTN: Cynthia Gallant Building 7920, Room A2 Fort Riley, Kansas 66442

Services Branch ATTN: Linwood Cromartie Building 7920, Room A2 Fort Riley, KS 66442

Food Services Branch ATTN: Mark Harder Building 409, Room 232 Fort Riley, KS 66442

Storage Branch ATTN: Viktor Bojorquez Building 7920, Room E1 Fort Riley, KS 66442

Ammunition Supply Point (ASP) ATTN: Richard Eyestone Building 918 Fort Riley, KS 66442

Bulk Fuel Point/FAS ATTN: Anthony Williams Building 409, Room 128 Fort Riley, KS 66442

1.7 References:

AR 190-11, Physical Security of Sensitive Arms and Ammunition

AR 30-5, Food Cost and Feeding Strength Summary (RCS CSGLD-1596) (R-5))

AR 30-22, The Army Food Program

AR 32-15, Clothing & Textile Material Classification & Inspection

AR 385-64, U.S. Army Explosives Safety Program

AR 600-38, The Meal Card Management System

AR 600-55, The Army Driver and Operator Standardization Program

AR 710-2, Inventory Management Supply Policy Below the Wholesale Level

AR 735-5, Policies and Procedures for Property Accountability

AR 700-84, Issue and Sale of Personal Clothing

DA PAM 30-22, Operating Procedures for the Army Food Program

DA PAM 385-64, Ammunition and Explosives Safety Standards

DA PAM 710-2-1, Using Unit Supply System (Manual Procedures)

FR PAM 710-14, Class III Bulk Petroleum Products

CTA 50-909, Table 62

FM 10-14, Unit and Organization Supply

FM 10-14-2, Guide for Battalion S-4

FM 21-15, Care and Use of Individual Clothing and Equipment TB MED 530, Occupation and Environmental Health Food Sanitation

TM 10-412, Index of Recipes Armed Forces Recipe Service

CHAPTER 2: SUPPLY MANAGEMENT BRANCH

2.1 Establishing an Account with the Supply Management Branch.

The following authorization documents are required:

- a. An authorized DODAAC.
- b. Three (3) original copies of DA Form 1687 (Figure 2-1).
- c. Assumption of Command Orders.

2.2 Requesting Supplies.

- a. All requests will be turned over to the Supply Management Branch Customer Assistance Unit, on the date of the request, from Mondays through Fridays.
 - b. Automated customer units submit their request thru ULLS, PBUSE, or SAMS.
- c. Those units/activities who are not automated will submit their requests using DA Form 2765-1. Commanders need to sign the back of the DA Form 2765-1. For instructions on preparing manual requests (DA Form 2765-1), see Figure 2-3.
- d. Review the Acquisition Advice Code (AAC) shown in column 4 on FEDLOG. Items with an AAC of K, L or J and items not listed in the FEDLOG are automatically eligible for local purchase. Units are responsible for ordering these on the unit credit card (under \$3,000) or ACQUILINE (over \$3,000) (NOTE: See Para 2-12).
- e. Requests for end items will reflect appropriate Type Requirement Code (TRC). Requests for repair parts having end item application will show the End Item Code (EIC). Requests for non-expendable items (ARC of N) will cite an authority in block P of the DD Form 2765-1. Also, requests for recoverable items (RC other than O, Z or blank) will show the document number of the unserviceable item turned in Block O of DA Form 2765-1, or an explanation as to why no turn-in was made; they should be signed by the responsible officer. Failure to comply with this requirement will cause requests to be rejected. (Above mentioned codes are in the FEDLOG).
- f. Not Mission Capable Supply (NMCS) requests may only be initiated to remove a piece of equipment from deadline and when the required item of supply is not available at the Supply Management Branch. An Anticipated Not Mission Capable Supply (ANMCS) request can be required when such a condition is anticipated. Use the appropriate Required Delivery Date (RDD) entry in block 21 of DA Form 2765-1. Also cite the EIC identifying the major end item for which the request applies, in block 18 thereof.

- g. Walk-thru and high priority requests (IPG I and II) will be signed by the Commander or a designated approval authority. If the RDD is entered in block 21 of DA Form 2765-1, it must be justifiable, realistic, and reflect consonance with the PD used. The Supply Management Branch will challenge all high priority requisitions that are not significantly justified.
- h. Both mission issue and reimbursable sales type customers will cite their appropriate 2-digit fund code in blocks 17 and 18 of each request. Adequate funds must be actually available and not only anticipated at the time of request submission. Exceeding approved budgetary limits constitutes a federal offense. It must be emphasized that the burden of unit, division or activity funds control rests solely at the operating official user level, not at the retail supply function.
- i. Customers who are resubmitting requests, that have been previously canceled, will mention on the new DA Form 2765-1 the document number and rejection code of old request. The editor will review and evaluate the reasons for cancellation, and take all necessary steps to avoid recurrence.
- j. Inquiries on requests already submitted will be directed to Customer Assistance Personnel at 239-9126 or 239-5167.
 - k. Customer requests for property from DRMO will contact DRMO at 239-0531.

2.3 Receiving Supplies.

- a. Warehouse personnel will notify customers immediately upon receipt of NMCS and PD 01-03 requests. Units are expected to pick up supplies promptly. Items not picked up within ten (10) working days will be returned to stock or turned in to the Central Turn-in Point, without further notification. The request for issue will be marked canceled ("CA" status); no pick-up within time frame limit.
- b. Responsible officers wishing to designate personnel as authorized representative to request and/or sign for supplies will send a completed DA Form 1687, as shown in Figure 2-1, to the Customer Assistance Section. Three (3) original copies will be forwarded (one of which will be returned to the unit as acknowledgment of receipt) with two copies of assumption of command orders or PBO appointment orders.
- c. Unit personnel picking up supplies will report to Building 7920, Customer Assistance Section. Individuals are not authorized in the storage area unless escorted by Customer Assistance personnel.
- d. Items in stock at the Supply Management Branch may be received on DA Form 2765-1 or DD Form 1348-1a. The customer will, in this case, acknowledge receipt of the supplies by printing and signing their name and print the date of pickup on the customer shipment list after inventory of all items is complete.

e. Customer units receiving supplies directly from vendors or contractors are required to provide receipt documents to the Supply Management Branch within 3 working days.

2.4 Turning in Supplies.

- a. Requests for turn-in of property will be prepared using DA Form 2765-1 (Request for Issue or Turn-In) as shown in Figure 2-5 with condition and/or inspection forms, as applicable. Direct Support Units (DSU's) will turn-in property on SARSS's generated DD Form 1348-1's. The correct stock number will be perpetuated on the turn-in document. Units will have their own transportation when turning in supplies to Building 7920. This applies to all units, activities, and organizations receiving support from the DOL Supply & Services Division.
- b. All property book items, whether serviceable or unserviceable, must receive a technical inspection and condition code validation <u>prior</u> to being turned in to the Supply Management Branch. All class VII items will be inspected by the Installation Maintenance Facility at Building 8100 before they will be accepted for turn-in. Serviceable expendable and durable supplies will be classified by the owning unit using visual working condition criteria.
- c. Unserviceable durable or expendable items replaced at the organizational level having an RC of O or Z that are not actually consumed in use are turned in by the customer unit to the support SSA as scrap. When the SSA confirms that the items are scrap, the SSA will direct the customer to turn in the scrap to DRMS. The customer turn-in document will be stamped or annotated as "These item/items are cleared for turn-in to DRMS." Additional information can be found at www.drms.dla.mil website. The DRMS POC can be reached at 239-0531, extension 935, for an appointment.
- d. Found-on-Installation items will be turned in to the Supply Management Branch as is, without paperwork. Material will be issued immediately to that customer on a free issue basis if, at the same time, a request for issue is submitted (Figure 2-6) and item is within the requesting unit's authorized allowance.
- e. An appointment (date/time) for turn-in of material will be scheduled with the Central Turn-In Section at 239-4822 or 239-5871 for 16-50 lines or more (tri-walls or pallets). Walk-ins will be accepted anytime for fewer than 15 lines. All serviceable and unserviceable/repairable material will be segregated prior to turn-in, drained of all fluids, and cleaned within the customer's unit capability. Packaging and preservation (as needed to protect the item) is the responsibility of the customer and all equipment/supplies turned in will be clean. If a customer/unit has one or more tri-wall or pallets of multiple items, please contact Central Turn-in for an additional appointment date/time. A customer/unit representative must accompany all turn-ins to resolve any issues or discrepancies. All turn-ins received without the proper paperwork will be returned to the respective unit in 24 hours (from receipt) unless the customer contacts or visits Central Turn-in to resolve the issue. All sensitive item turn-in appointments for CIICs 2, 3, 4, 9 (COMSEC), N, and items with a SCIC of 8 (radioactive) can be made at 239-4017.

- f. Coordinate turn-ins with the warehouse personnel at Central Turn-In for specific instructions on certain items such as batteries, controlled cryptographic items (CCI), Class VII, ADPE, refrigeration equipment, COMSEC, mattresses and hazardous materials.
- g. Material that is excess and requires special instructions for item to be turned in other than CC "B" or 10/20 condition will be held by the customer who will inform the Supply Operations Manager of the item in question. Instructions from the item manager or local directive will be requested before the item can be turned in.

2.5 Taking Action on Supply Status.

- a. Supply status (Document Identifier Code (DIC) AE-, AS-) is provided to all customers on a daily basis to keep them informed of the source of supply's action on open requests. (Automated customers will use the appropriate program.)
- b. Customers will closely check status received from the Customer Assistance Section and take appropriate action; i.e. request follow-up, upgrade priority, request cancellation, etc.

2.6 Follow-Up, Modification and Cancellation Actions.

- a. Requests for follow-up, modification or cancellation will be prepared using DA Form 2765-1. (Automated customers will use appropriate program).
- b. When submitting such requests, customers will ensure that the Document Identifier Code (DIC) and other applicable changes are conspicuously circled in red ink.
 - c. Requests for follow-up action will be submitted only for the following:
- (1) When no supply or shipment status has been received after 9 calendar days of the request document date for PD 01-08 requests.
- (2) When no supply or shipment status has been received at the time of Customer Due-out Reconciliation for PD 09-15 requests.
- (3) When it is identified that a valid existing supply status is unsatisfactory or when the Estimated Shipping Date (ESD) has expired.
- d. Requests for modification of information on previously submitted requests will be used only when the change pertains to the entire quantity requested and for the following actions:
 - (1) Upgrading or downgrading of PD.
 - (2) Project Code.
 - (3) Advice Code.
 - (4) Required Delivery Date.
 - (5) Type or Requirement Code (TRC), End Item Code (EIC).

- e. Requests for cancellation will be submitted when all or part of a quantity requested is no longer required and only in the following circumstances:
 - (1) No supply status has been received.
 - (2) No shipping status (DIC AS-) has been received.
- f. Customers will insure that the EIC is cited in CC 54-56 of their cancellation and modification requests.

2.7 Validations and Reconciliation of Supply Requests with Supporting Customer Assistance Section.

a. Customers will validate and reconcile all outstanding supply requests on a monthly basis.

Reconciliation listings can be obtained from the SARSS-1 Section. The cut-off date for the reconciliation to be picked up is the 7th of each month, with a reconciliation response date of 15 days from the 7th of each month. A cover letter is attached to it and gives detailed instructions as shown below.

- b. To reconcile listing, annotate the due-ins with the appropriate code:
 - (1) C = Cancel due-in in its entirety
- (2) K = Cancellation follow-up (this will process as a cancellation if the original cancellation was not received)
 - (3) R = Supply request has been received
- c. Reminders will be initiated for delinquent customers and cancellations will be requested for requisitions that have not been validated by the customer for two consecutive months as per DA Pam 710-2-2.
- d. An unit performance match rate, document number accuracy reports will be initiated monthly. If the reconciliation match rate falls below 95%, a face-to-face will be conducted between the SARSS-1 Section and customer.

COVER LETTER FOR CUSTOMER DUE-OUT RECONCILIATION



DEPARTMENT OF THE ARMY INSTALLATION MAMAGEMENT AGENCY HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT RILEY 500 HUEBNER RD FORT RILEY, KANSAS 66442-5000



REPLY TO

S:

3

IMNW-RLY-LGS

MEMORANDUM FOR Commander,

SUBJECT: SARSS-1 Due Out Reconciliation - DODAAC

- 1. This memorandum provides instructions to be used in reconciling unit due-in supply records with the Installation Supply Support Activity due out records. This information **should not** be used to update status.
- 2. This listing shows all issued or cancelled documents which have not been purged from the Duplicate Document Number File.
- 3. Listed below are the guidelines for reconciling your listing: Per AR 710-2, DA Pam 710-2-1, DA Pam 710-2-2 and AR 380.

Status of Requisition	Action to be Taken
OK- Item matches Unit Document Register and Customer Reconciliation.	No action needed. 30 day old shipping status at the time of cutoff.
R-Item has been received from depot or vendor.	Receiving material for the quantity's, or amount has been received.
	If there is no status or ESD for shipping passed 14 days.
K- Follow-up cancellation request by unit/entity still on Recon Listing.	14 calender days must have passed since cancellation.

Return Annotated Listing To:

SARSS-1 Bldg 7920, Apennines Road Fort Riley, Kansas 66442-5000 OFFICIAL BUSINESS

4. POC for this action is the Babette Wheatley, SARSS-2AC at 239-5167.

Installation Accountable Officer DOL, Sup & Svc Division

DOL, Supply and Services SOP, v4.0

UNIT PERFORMANCE MATCH RATE, DOCUMENT NUMBER ACCURACY

Reconciliation Percentage Worksheet
COMPUTE YOUR RECONCILIATION PERCENTAGE AS FOLLOWS:
NUMBER OF OPEN DOCUMENTS ON DCR
2. NUMBER OF DOCUMENTS ON RECON
3. NUMBER OF VALID DOCUMENTS ON DCR AND RECON:
4. RECON MATCH RATE: #3 DIVIDED BY #2 THEN MULTIPLY BY 100 =
 DIC CODES: AE_'s ARE SUPPLY STATUS A5A's ARE MATERIAL RELEASE ORDERS D6S's ARE MATERIAL RECEIPT ACKNOWLEDGEMENT OR RECEIPT FROM WHOLESALE DGA's ARE ESTABLISHED BACK ORDERS DFA'S ARE ESTABLISHED DUE IN'S PARTIAL CANCELLATIONS CAN BE DONE AT THE FACE TO FACE APPOINTMENT. ENSURE FACE TO FACE APPOINTMENTS ARE SCHEDULED IF NEEDED. * THE RECON NEEDS TO BE FILLED OUT AND AT THE BOTTOM OF THIS COVER SHEET THE COMMANDING OFFICER OR DESIGNATED
REPRESENTATIVE NEEDS TO SIGN. FAILURE TO DO SO SLOWS PROCESSING DOWN.
LIST DOCUMENT NUMBERS OF ALL BA STATUS ITEMS NOT RECEIVED:
UNIT DODAAC
UNIT COMMANDERS SIGNATURE BLOCK:

2.8 Fuel Retail Operations

- a. All units/activities will provide a memorandum (Figure 2-8) requesting fuel keys, a signature card (DA Form 1687) and the commander's assumption of command to the DOL Fuel Accountable Officer. Units/activities will go to the G8 Budget to obtain their Account Processing Codes (APC) and DODAAC. The Battalion S4 or similar level for garrison and tenant activities will sign a hand receipt for fuel keys.
- b. Units/activities will call the DOL fuel accountable officer at 239-5249 for an appointment to receive fuel keys. At the time of the appointment, report to Building 7920, A-Wing, Room 1 and bring the paperwork listed above and fuel keys will be issued. A change in authorized personnel will require submitting a new DA Form 1687 and assumption of command letter to the DOL fuel accountable officer. A new hand receipt will be signed.
- c. A memorandum of lost key(s) and request(s) for replacement will be provided to the DOL Fuel Accountable Officer.
- d. When units are deploying, hand receipt holders will turn-in their fuel keys to the DOL fuel accountable officer no later than 15 days before deployment.
- e. In accordance with Fort Riley PAM 710-14, fuel key reconciliations will be conducted twice a year (one with the DOL and one at unit level).
- f. Individuals fueling vehicles at the TMP Station, Building 388, Dickman Street or the Tank Farm, Building 8311, First Division Road, will follow safety rules. Locate the board installed in front of the pumps, insert the fuel key, and follow the instructions by typing in the required information.

Safety rules: No smoking or cell phone usage is allowed around the area of the fuel system, turn off the engine take off the fuel cap, choose a pump according to the type of fuel needed for the vehicle, and insert the fuel nozzle. After fueling, insure the nozzle is returned to its proper place on the pump.

2.9 Financial Liability Investigations of Property Loss (FLIPL)

- a. The Chief of the Budget Branch will service as the FLIPL monitor/manager for the FRK Commander.
- b. The DOL will provide the Commander with recommendation on how to process the FLIPL. The Chief, Budget Branch will direct investigations to the appropriate Chain of Command IAW AR 735-5 paragraph 13-4.
- c. The Chief, Budget Branch will provide the DOL, FRK with a weekly summary report of FLIPL within the community.

d. Process:

(1) Units have 15 days to gather information about the damage or loss of equipment. Unit will prepare DD Form 200 (Financial Liability Investigation of Property Loss) package for signature by the accountable officer, appointing authority official, and the approval authority official. The package will include any enclosure pertaining to the case and the enclosures will be tabbed. The signature blocks for the appointment and approval officials are provided below:

Appointing Official: Linda Hoeffner, GS-15, Deputy Garrison Commander Approval Authority Official: Kevin P. Brown, COL, FRK Garrison Commander

- (2) If it is determined a FLIPL is required, the appointing official will assign a Financial Liability Officer (IAW AR 735-5). The Financial Liability Officer will be appointed in writing and provided a copy of AR 735-5 (Policies and Procedures for Property Accountability) and DA Pam 735-5 (Financial Liability Officer's Guide) to assist him/her in the process. The Financial Liability Officer will have 30 days to complete the investigation and two 15-day extensions may be requested, if additional time is required. All extensions will be requested in writing and approved by the appointing official.
- (3) If the individual is found liable for the damage or loss of the equipment, the FLIPL will be forwarded to JAG for legal review, prior to the approving official's final decision.

2.10 Supply Discrepancy Reports (SDR)

- 1. Reporting Criteria: SF 364 will be submitted if the following reporting criteria apply:
- a. Shipments are from DOD activities and GSA supply distribution facilities, and the discrepancy is over \$100 per line item, in case of:
 - (1) Overages or shortages.
 - (2) Material received is shelf life expired.
 - (3) Item received is in other condition that shown on supply document.
 - (4) Item reported shipped by Parcel Post is not received or is damaged.
 - (5) Item is received after cancellation request has been confirmed.
 - b. Regardless of dollar value of the discrepancy when:
 - (1) Shipment is received from contractors, manufacturers of vendors.
 - (2) Shipment pertains to classified, sensitive of pilferable items.
- (3) Erroneous material, unacceptable substitutes or duplicate shipments are received.
 - (4) Material is sent to the wrong activity.
 - (5) Discrepancies are repetitive.

- 2. Preparation, Follow-up and Submission:
 - a. SDR will be submitted within the time standards listed below:
 - (1) From date of receipt of shipment: 15 calendar days.
 - (2) Lost shipments: (Parcel Post) from:
 - (a) Commercial sources: 60 calendar days from shipment date.
 - (b) Government facilities: 70 calendar days for shipment date.
- b. When extenuating circumstances prevent compliance (i.e.: response to tracer action) reasons for delay will be entered in item 12 of SF 364 in order to be honored by action activity.
- c. Customers can submit SDRs in two ways (electronically or manually) as listed below:
- (1) Prepare/submit SDR utilizing the Army Electronic Product Support (AEPS) website at https:\\aeps.ria.army.mil, selecting Submit Supply Discrepancy Report. This website has a link for Army Managed Items (AMI) and a link for Non-Army Managed Items (NAMI). The website does not require a user ID and password. For DLA and GSA items use the Defense Automatic Addressing System (DAAS) Center at https:\\www.daas.dla.mil and select WEBSDR. This website does require a user ID and password. Utilizing the on-line process usually results in faster resolutions on your SDRs.
- (2) Prepare a manual SDR IAW AR 710-11-2 (Reporting of Supply Discrepancies) and submit to the SDR Clerk at Building 7920 for processing. Any questions on the SDR process can be addressed to the SDR Clerk at 239-1520.

2.11 Department of Defense Address Activity Code (DODAAC)

- 1. Units must bring a copy of the unit activation orders and a memorandum requesting a DODAAC signed by the Property Book Officer to the Installation DODAAC Coordinator (IDC), at DOL, Building 7920, and 239-5167. The memorandum requesting a DODAAC must state a valid Unit Identification Code (UIC), classes of supply being requisitioned, FAD code, unit address, and the Type Unit Support. Once LOGSA assigns a DODAAC, the IDC will contact the Property Book Officer, Installation Resource Management Office, and load the DODAAC in SARSS2AC.
- 2. Any changes (UIC, FAD or name) to a DODAAC, also requires a copy of the orders before the changes can be made at LOGSA or SARSS2AC.
- 3. Units that are being deactivated require deactivation orders and paperwork showing no assets or due-in requisitions are in the supply system against the DODAAC.

2.12 Local Purchase

- 1. Items under \$3,000 will be purchased utilizing the GPC CARE. Any items received under \$3,000 will be cancelled by the Local Purchase Clerk and a written notification provided to the requesting unit.
- 2. Items over \$2,500 will be submitted to the appropriate Budget Director for approval. All approved requisitions will be hand carried or e-mailed to the DOL, SARSS2AC Section, Building 7920 for processing. A completed 1348-6 (Figure 2-4) and a letter of justification are required to process all local purchase requisitions over \$2,500 through the Acquiline process.

Figure 2-1 DA Form 1687

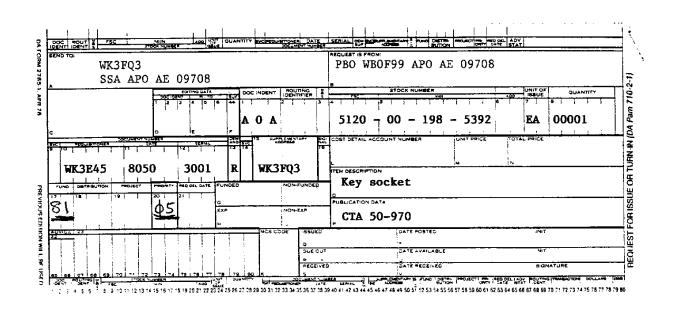
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Figure 2-2 HOW TO CONSTRUCT A NOMENCLATURE

BASIC DESCRIPTION REQUIREMENT	QUESTION	EXAMPLE #1	EXAMPLE # 2	EXAMPLE # 3	EXAMPLE #4	EXAMPLE # 5
NOUN	WHAT?	ELBOW	SCREW	SWITCH	SINK	TRUCK
UTILIZATION	FOR WHAT ?	PIPE	WOOD	ELECTRIC	KITCHEN	SLUDGE
TYPE OF MATERIAL	OF WHAT?	IRON MALLEABLE	BRASS	WHITE PLASTIC	STAINLESS STEEL	
KIND	WHAT KIND ?	GALVANIZED 90 DEGREES	ROUND HEAD SLOT DRIVE	WATERPROOF SURF. MTD.	DOUBLE COMPARTMENT	GED 4 X 2
SIZE	WHAT SIZE ?	1/2 "	8 1 1/4	ON/OFF, 1 POLE 10 A - 250 V	1200 MM X 500 MM	1 1/2 TON
MAKE AND/OR MODEL OR (IF ANY) PART NUMBER OR SPECIFICATION	FROM WHERE ?	DIN 2950	DIN 96	BUSCH-JAEGER 2630 JW	RSF # 479v	FORD G393
ADDITIONAL DATA OR COMPONENTS	WITH ?	STREET (MALE AND FEMALE THREAD)	NA	W/2 SELF CEALING CABLE INL.	W/DRAIN AND STOPPER 1"	W/SUCCION PUMP

Figure 2-3 DA Form 2765-1 MANUAL NSN REQUISITION



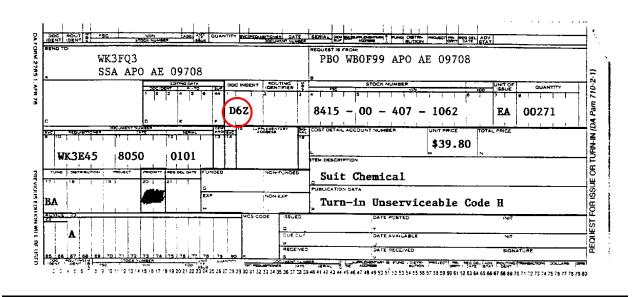
Minimum: two (2) copies required at Supply Management Branch-Original plus one

Figure 2-4 DA Form 1348-6 MANUAL NON-NSN REQUISITION

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Minimum: two (2) copies to Supply Management Branch - Original plus one

Figure 2-5 DA Form 2765-1 REQUEST FOR TURN-IN



Minimum: two (2) copies to Supply Branch, Original plus one. The original is returned to the customer after Supply Branch has processed and signed

Figure 2-6 DA Form 2765-1 REQUEST FOR "FOI" ITEM

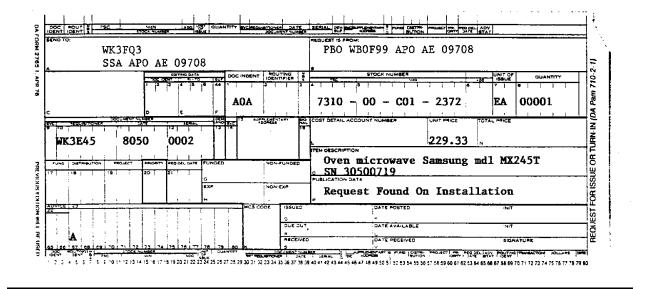


Figure 2-7 VEHICLE IDENTIFICATION LINK (VIL) KEY REQUEST MEMORANDUM

(Office Symbol) (Date)

MEMORANDUM THRU Resource Management

FOR Installation Fuel Responsible Office

SUBJECT: Vehicle Identification Link (VIL) Key Request

- 1. Request Vehicle Identification Link (VIL) keys for the vehicles listed at Attachment 1 to this memorandum.
- 2. The VIL keys must be encoded with the following financial billing data:
 - a. Unit/Activity:
 - b. DoDAAC:
 - d. Fund Code:
 - e. APC Code:
- f. Signal Code: (Normally "A" unless the paying office DoDAAC is different from the customers.)
 - g. Supplemental DoDAAC: (Not normally used at Fort Riley.)
 - h. Use Code: (Use "8".)
- f. Expiration Date of VIL Key: (Required for temporary foreign government use and commercial lease vehicles for fleet augmentation or special event support.)
- Signature to this VIL Key Request with appropriate billing data acknowledges full
 organizational responsibility to pay all associated fuel purchases recorded by Electronic
 Point of Sale (E-POS) VIL key readers at unattended Automated Fuel Service Stations
 (AFSS) facilities that do not provide fuel purchase paper receipts.
- 4. The POC is (name, unit, telephone number, and email address).

(Signature) (Title)

Figure 2-7-1 VEHICLE IDENTIFICATION LINK (VIL) KEY REQUEST MEMORANDUM ATTACHMENT

Vehicle List

(Use the following format for Vehicle Listing).

Vehicle Type (Pick-up) (Master Key) Model/Year

Vehicle ID Number (License plate/Tag Number If rental or GSA vehicle) Grade of Fuel (MUR)

(MUR)

CHAPTER 3. CENTRAL ISSUE FACILITY (CIF)

3.1 General:

HOURS OF OPERATION

Issues M-F 0730-0930 239-1624

Turn-Ins M- F (by appointment) 0730-1500 239-9051

DX M-F 0730-1500

CIF Manager 240-2643

Closed for on Weekends & Federal Holidays

- a. The CIF operating procedures are in accordance with cited references. Customers are expected to have a working knowledge of these directives. This SOP provides implementing instructions for these directives at Fort Riley.
- b. The mission of the Central Issue Facility (CIF) is to provide Organizational Clothing and Individual Equipment (OCIE) support to active army units organic to the 1st Infantry Division and active or reserve units assigned and/or attached to Fort Riley. In addition the CIF provides OCIE support to Battalion Combat Teams rotating through during annual winter training cycle, support for units participating in the bi-annual Joint Training Exercise (JTX) Arctic Warrior, annual JRTC, NTC and other units and activities as directed by the Director of Logistics (DOL).
- c. The OCIE support is defined as issue and direct exchange of authorized OCIE items. Authorized OCIE items are listed by type and MOS items. The Property Book Officer (PBO), CIF has no authority to deviate from authorized issues as specified in references.
 - d. Soldiers must be in possession of a valid Military Identification Card (DD Form 2A).

3.2 Issue Procedures:

- a. Issues to the individual by the CIF will be accomplished IAW 1st ID Regulation 735-5 and CTA 50-900.
- b. Individuals who are in-processing will report to CIF with all appropriate paperwork, i.e. assignment orders, clothing records from previous duty station and in uniform. All soldiers must be escorted by a Sergeant (E-5) or above. The CIF operates in conjunction with the AG One-Stop in processing schedule. A CIF representative will brief all personnel at 0730 hours. Individuals who miss the briefing will not be

processed that day.

- c. All newly assigned personnel will be issued all authorized OCIE as soon as practical.
- d. The responsibility of the NCO escort is to ensure proper accountability, serviceability and correct fit of all items issued.
- e. Once the individual has been issued his/her OCIE items they will sign the automated OCIE record before departing CIF.
- f. The copy of the OCIE record is provided to the individual soldier and not the unit. The unit representatives are responsible for checking their unit distribution boxes daily for records, listings and other pertinent data.

3.3 Bulk Issues:

- a. Requests from commanders to support internal direct exchange (DX) for field problems will be forwarded through the CIF PBO to reach CIF, NLT 30 days prior to when the equipment is needed.
- b. Requests received less than 30 days in advance will require a letter of lateness forwarded through the CIF PBO and signed by the unit's next higher commander explaining the reason for the late request.

3.4 Turn-In Procedures:

- a. The procedures outlined in DA PAM 710-2-1, apply to OCIE turn-ins made by individuals to the Fort Riley CIF.
- b. OCIE issued by CIF will be turned-in not earlier than thirty (30) days or later than four (4) days prior to the departure of any individual from the installation, except for intra-command transfers or emergency cases.
- c. OCIE turned-in will be clean and all repairs made IAW TM 10-8400-201-23. The individual will utilize the Quartermaster Laundry to have all wool, cotton and/or polyester items of OCIE dry cleaned/laundered as appropriate prior to reporting to CIF for turn-in. The QM Laundry/Dry Cleaning Service for OCIE is provided free of charge to the individual soldier. No dirty OCIE will be accepted under any circumstances.
- d. Service members of all grades are required to perform an inventory before bringing OCIE to the CIF turn-in clerk IAW procedures outlined in 4-5.

3.5 Individual Soldier Turn-In Instructions:

Inventory: An inventory of a service member's OCIE will be conducted at unit level prior to the turn-in of OCIE to CIF. The purpose of the inventory is to ensure the

appropriate action for lost, damaged or destroyed OCIE is taken IAW AR 735-5. Also, the individual is provided the opportunity to purchase lost damaged or destroyed OCIE from the Army Clothing Sales Store and to insure the OCIE is clean and soldier repairable items have been repaired.

3.6 Damage Statements:

Unit commanders are authorized to submit damage statements up to \$ 100.00 for OCIE during Field Training Exercises (FTX's) when no negligence or misconduct is involved (AR 735-5, Para 14-26b (2)). With the statement and damaged OCIE, the soldier comes to CIF to turn-in or exchange the item for serviceable OCIE. Damage is considered to be burns, tears over two (2) inches long or as determined by the CIF PBO or qualified DOL technical inspector. See Appendix 3A for an example of a damage statement.

3.7 Turn-In Standards:

- a. Field Pack and Frame: Packs will be removed from the frame and cleaned before turn-in. Pack frames will be cleaned, spot painted and turned-in with all straps attached.
- b. V.B. Boots: Boots will be scrubbed clean and free of any and all markings, including names. Boots identified as previously turned-in to DRMO will be returned to the soldier, soldier will be charged for one pair of V.B. boots. The CIF will not accept DRMO equipment.
- c. Kevlar Helmet: Helmets will have camouflage cover; sweatband and helmet band removed. The soldier will retain sweatbands and helmet bands. Individuals are not required to spot paint helmets due to health and environmental restrictions.
 - d. Gloves: Mitten shell and inserts, T/F will be paired.
 - e. Entrenching Tool: Clean and spot paint tool as necessary.
- f. Extended Cold Weather Clothing System (ECWCS) Parka: Parkas will be cleaned and free of grease and dirt.

3.8 Direct Exchange.

- a. Prior to DX all items of OCIE will be clean. The QM Laundry dry-cleans and launders OCIE free of charge to soldiers. This policy includes unserviceable items (some restrictions apply) [See the Laundry Contracting Officer Representative (COR).]. All items must be clean prior to repair by DOL or processing for turn-in to DRMO.
- b. Rips and tears do not render an item unserviceable. The reference above provides information on repair of rips and tears by individuals. Tears in excess of two (2) inches, with no evidence of dry rot, will require relief of responsibility documentation

IAW paragraph c below or a damage statement by the unit commander, if damages occurred during an FTX.

- c. Items damaged by causes other than FWT will not be exchanged without properly completed adjustment documentation as prescribed in AR 735-5, Table 12-1, Statement of Charges or Financial Liability Investigation of Property Loss (FLIPL). The CIF PBO or qualified DOL technical inspector are the final authority on determining damages as a result of FWT.
- d. The OCIE items damaged while being used for "other than its intended purpose" will not be exchanged without an adjustment document identified in paragraph c above. An example is cook whites or mechanic coveralls stained by paint. Class X, clothing/coveralls can be obtained for special projects.
- e. Exchanges will be made by the individual who was issued the item or in cases where supply sergeants make an appointment to DX in bulk. In the event the unit has drawn a 5% DX load of OCIE for FTX's from CIF, these items may be DX'd at the CIF by authorized personnel designated on DA Form 1687 by the unit commander.
- f. As previously stated unit commanders can approve damage statements for OCIE up to \$ 100.00 per individual, per FTX. Damage statements for OCIE will be submitted within ten (10) working days after the completion of a FTX.
- g. Individuals are required to bring their ID card and damage statement (if necessary) along with the item to be exchanged. OCIE will not be exchanged merely because it is "old in appearance". The criteria for exchange are for "unserviceability" or "incorrect size". Funding constraints make it impossible to procure sufficient stocks to accommodate unwarranted exchanges.

3.9 Absentee Turn-Ins to CIF.

- a. OCIE issued to individuals who are in absent without leave (AWOL) status or hospitalized, will be accounted for IAW AR 700-84, Para 12-13 and DA PAM 710-2-1, Para 10-15.
- b. Turn-in of absentee's OCIE will be posted to the individual clothing record by CIF personnel. If a FLIPL is required to account for all or a portion of the absentee's OCIE, it will also be posted to the individual clothing record by CIF personnel. A copy of the clothing record and all adjustment documents will be provided to the unit, which will be maintained in their files as prescribed in AR 25-400-2, Army Records Information Management System (ARIMS).

3.10 Turn-In of Flight Helmets to CIF.

In an effort to improve efficiency and provide better service to the customers, the following procedures will be followed:

- a. Repair: Flight helmets requiring repair beyond the unit's maintenance capability will be DX'd for a serviceable helmet at the CIF. Prior to DX the helmet will be tagged with DA Form 1577 or 1577-2 as appropriate. The tag will be complete IAW the attached enclosure and will be signed and stamped by the unit Aviation Life Support Equipment (ALSE) Officer or NCO.
- b. Turn-in: Enlisted members on flight status are required to turn-in their helmets to CIF prior to clearing post. Prior to reporting to CIF the enlisted member will have his/her helmet inspected by their unit ALSE officer or NCO for serviceability. The helmet will be repaired within unit capability and then tagged with DD Form 1574 (Serviceable Helmets) or DD Form 1577 (Unserviceable Helmets Unrepairable) as appropriate. The tags will be prepared complete IAW attached enclosure, authenticated and stamped.
- c. All units with aviation assets will provide the CIF, PBO with a copy of orders/memorandum appointing the unit ALSE officer or NCO. It is the units' responsibility to ensure that the orders at CIF are current, to include updated delegation of authority card DA Form 1687.

3.11 Missing Clothing Records.

Prior to any transaction with the CIF, customers must have a valid ID Card (DD Form 2A). In the event that the unit copy of an individual's OCIE record is lost, the unit will take the following action.

- a. In processing (other than replacement detachment personnel): the unit will make sure the soldier has an OCIE record. If the soldier does not, request a copy from the soldier's previous unit. Inventory the soldier's OCIE against what items are issued to other members of the unit. Prepare a memorandum signed by the unit commander requesting that the items be issued on temporary loan. When the soldier's records are received from the previous unit, the soldier will report to CIF with the record and the items that were loaned for turn-in of excess items, clearing of loan and updating of personal CIF record. This will be NLT 30 days after a loan is issued. Posting of OCIE records will only be accomplished by CIF personnel.
- b. Units requesting copies of individual OCIE records for members of their unit/activity must submit a memorandum signed by their commander/director listings individuals name, rank, and SSN. Due to limited reproduction capabilities, the response time for completion will depend on the number of records requested. Please allow 5 working days to process requests.

3.12 Chapter Discharges and Emergency PCS.

Personnel out-processing under a Chapter action must be escorted by a NCO and must have all TA-50 cleaned and serviceable. Unserviceable OCIE will be accounted for IAW with section 4-8 of this SOP.

- a. Normally chapter and emergency moves are of short notice and require quick response. Commanders only are authorized to allow a soldier to clear without orders by signing a memorandum stating the purpose of the clearance without orders.
- b. Once all items are turned-in, adjustment documents completed and a copy of the individual's orders received, then CIF will sign and stamp the individuals clearing papers. No exceptions will be made to this procedure.

3.13 Adjustment Documents:

Statement of Charges or Financial Liability Investigation of Property Loss (DD Form 200) and Statement of Charges (DD Form 362) are the only adjustment documents that will be initiated by customer units. Individuals responsible for lost, damaged or destroyed OCIE will personally present the over stamped copy of the Statement of Charges or Statement of Charges or Financial Liability Investigation of Property Loss (FLIPL) to a CIF representative for reissue or, if not available, turn-in credit. In either case, the individual concerned will sign an updated Automated Clothing Record. Personnel clearing CIF who are ETSing (either normally or because of chapter) must hand carry Statements of Charges which are annotated with the CIF's document number, to Finance and Accounting Office (FAO) for posting to individuals finance record prior to turn-in credit being provided by CIF.

- a. The unit commander of the individual responsible for lost, damaged or destroyed OCIE is responsible for the initiation of a Statement of Charges or Financial Liability Investigation of Property Loss (FLIPL), if the individual does not admit to liability.
- (1) The unit commander will sign block #12 on the DD Form 200 and the block under Organization Commander on DD Form 362. Other instructions for completing DD Form 200 and DD Form 362 are located in AR 735-5, Tables 12-1 thru 12-3 and figures 12-1 thru 13-8.
- (2) Reimbursement to individuals, when articles are recovered, will be IAW AR 735-5, paragraph 14-16.
- (3) Recovered property previously listed on Statement of Charges or Financial Liability Investigation of Property Loss (FLIPL) and Statement's of Charges remain the property of the U. S. Government and must be turned into the CIF. Follow the procedures established IAW AR 735-5, paragraph 14-16.
 - (4) A copy of the completed Statement of Charges or Financial Liability Investigation of Property Loss (FLIPL) must be furnished to CIF within the prescribed time frame as outlined in AR 735-5.
- b. Losses in Quartermaster (QM) Laundry: OCIE lost, damaged or destroyed while in the custody of QM Laundry will be repaired or replaced by the facility under the provisions of AR 210-130. In the event the QM Laundry Manager cannot repair or replace the item(s) he/she will initiate a DA Form 2591 (Statement of Loss or Damage

of Property) and provide same to individual. The commander of the individual will initiate a Statement of Charges or Financial Liability Investigation of Property Loss (FLIPL) attaching the DA Form 2591 as an exhibit IAW AR 735-5, paragraph 14-14 and 14-24.

3.14 Basis of Issue (Utility Coveralls):

To outline the basis of issue and policy for issue of:

- a. Coveralls, Utility LIN #C33538
- b. MOS Authorized: All personnel who are assigned in the following MOS will be issued three pair of coveralls, LIN # C33538:

coveralls during in processing at CIF: 44B, 44E, 52D and series 62, 63, and 68

c. Utility Coveralls: Requests from units for coveralls designated for special projects, i.e. painting, road work, etc. will be accomplished by preparing a memorandum with requirements and justification through CIF to Supply Management Branch, DOL requesting Class "X" coveralls. After processing thru the Supply Management Branch and signature of Accountable Officer the items will be acquired from DRMO.

3.15 Basis of Issue (Safety Clothing).

- a. Commanders and supervisors at all levels are responsible for requesting the type of protective clothing, footwear and equipment authorized IAW the above references. Appropriate safety clothing, footwear and equipment will be issued to Department of the Army personnel exposed to industrial hazards peculiar to their occupational specialty.
- b. Request for safety clothing will be submitted by the commander/supervisor of personnel requiring safety clothing. This request will be on a memorandum submitted through post safety to the Chief, Supply and Services Division for approval. Once the request is approved, it will be forwarded to CIF.
- c. Individuals requiring issue of special safety clothing other than the standard Army issue safety clothing will indicate the type and source of supply on the memorandum. Employees and supervisors must be aware of the delay often encountered in procurement. Employees should not wait until an item is totally unserviceable prior to requesting a replacement.

3.16 OCIE Kitting Requirements.

a. Equipment established for kitting are as follows:

- 1. Station #1, Kit #1: Bag Barracks, 2 ea Bag Waterproof, 2 ea 1 QT Canteens, Canteen Cup, Entrenching Tool, Suspenders trousers.
- 2. Station #2, Kit #2: Insect Net, Liner Poncho, Kit First Aid, Improved Combat Shelter.
 - 3. Station #2, Kit #3: Rifleman Set Complete.
 - 4. Station #2, Kit #4: Large Ruck Sack with Frame
 - 5. Station #3, Kit#5: Sleep System Complete.
 - 6. Station #4, Kit #6: Elbow and Knee Pads.
- b. Inventory sheets for each kit will be provided with each bag completely visible to the patron.
- c. Customers must notify the CIF manager within 24 hours to identify any shortages from equipment being issued in a kit. All other equipment must be identified at the time of issue.

3.17 Miscellaneous.

- a. Unit Stockage of OCIE: Units will not maintain a stockage of OCIE, except for Direct Support Units (DSU's). DSU's stockage will be based on what units they support and the number of personnel in those units.
- b. Quarterly/Semi-Annual Reconciliation Reports: Units are required to notify in writing to CIF the names and SSN's of the personnel that depart their units during each quarter. This report will arrive at CIF NLT the 15th of the month following the end of the quarter. Semi-annually a report from CIF listing all personnel records currently filed for a unit will be sent for verification and return. A 30 day suspense will be established to allow sufficient time to make corrections and return the report to CIF.

3.18 Shipment of Retained Equipment.

- a. All soldiers departing Fort Riley to a CONUS MTOE or deployable TDA assignment are authorized to retain 22 pieces of OCIE.
- b. Soldiers may ship equipment through the CIF to their gaining installation at no cost.
- c. Soldiers will complete the request for shipment, inventory sheet and turn in the paperwork and equipment at the time of their OCIE turn in appointment. See Appendix 3B and 3C.
- d. Soldiers will receive a copy of their inventory sheet and shipping request forms at the time of turn in. Soldiers who provide an email address will be provided a copy of the shipping information will be sent once the equipment has been shipped.
- e. If a soldier declines to ship is retained OCIE, they will be required complete and sign a letter of declination of shipment to retained by the CIF. See Appendix 3D.

3.19 Record Clearance for Medical Evacuees/KIA.

- a. This section applies to all soldiers assigned to the Fort Riley Irwin Army Hospital who were medically evacuated from theater and are on medical hold.
- b. Hospital personnel will provide a memorandum for record with the individual's complete name and social security number to the CIF PBO. See Appendix 3E.
 - c. The PBO will initial the document and provide the memorandum to the CIF.
- d. The CIF will complete a combat loss Financial Liability and Property Loss Investigation (DD Form 200) for all OCIE on the individual's clothing record and provide a copy of the completed FLIPL and clothing record to the hospital for the soldier's personal records.
- 1. The FLIPL will only include Organization Clothing and Individual Equipment. Any FLIPL for weapons must be accompanied by an Article 15-6 investigation showing the circumstances of the loss or destruction of the weapon.
- 2. All weapons will be individually worked by government personnel to locate the weapon and regain accountability.
- 3. Accountability for weapons must include the transfer of weapons to another individual in theater, return of the weapons to Fort Riley or at Article 15-6 Investigation with a DD Form 200, FLIPL showing the destruction or loss of the weapon. The copy of the Article 15-6 is waived when classified information is disclosed in the investigation and a memorandum for record will be provided by the CIF PBO.
- 4. A copy of all completed DD Form 200 for weapons will be provided to the Weapons Loan Officer/Accountable Officer.

Appendix 3A CIF Damage Statement

4. I have reviewed the circumstances surrounding the damage to the above item(s) and find no evidence of negligence or willful misconduct.

UNIT COMMANDER'S SIGNATURE BLOCK & SIGNATURE

NOTE: Memorandum must be submitted within ten (10) working days of the completion of the actual exercise.

Appendix 3B REQUEST FOR SHIPMENT OF OCIE IMNW-RLY-LG Date MEMORANDUM FOR Central Issue Facility, Fort Riley, Kansas SUBJECT: Request for Shipment of Retained Organization Clothing and Individual Equipment within CONUS _____, SSN, ______, request to have my Retained Issue OCIE shipped to next duty station as authorized by Regional Retained Issue OCIE Management plan. 2. I understand I am only authorized to ship those items on my retained item list through the Central Issue Facility. 3. I understand the Retained Issue OCIE will remain on my clothing record when I PCS. 4. I understand that my equipment will be shipped to my next CONUS duty station within 5 days of turning in equipment. 5. I understand is my responsibility to provide the listing of all items being shipped. 6. I understand the Central Issue Facility and the Director of Logistics Freight section will have the responsibility for addressing and shipment of my OCIE to my next CONUS duty station. 7. I understand the Central Issue Facility will provide me a receipt for the bag being shipped. 8. I understand it is my responsibility to notify my gaining Central Issue Facility upon my arrival of the expectation of the shipment. Printed Name and Rank Signature

Appendix 3C REQUEST FOR SHIPMENT OF FREIGHT WITH INVENTORY SHEET

IMNW-RLY-LGT-TF			Date
MEMORANDUM FOR Transportation Office, F	Freight Sectio	n, Fort Riley,	KS 66442
SUBJECT: Request for Shipment of Freight			
Request shipment of the following items lis	ted below to t	the address in	ndicated.
NOMENCLATURE	AUTH	LINE #	QTY
Adv Combat Helmet - Foliage Green	1	DA7078	
Adv Combat Helmet Cover - Universal Cover	1	DA1599	
Bag Barracks	1	B13907	
Bag Duffle	2	B14729	
Bag Waterproof	4	B15825	
Ballistic Protection Goggles	1		
Spectacles Industrial		HA4048	
Spectacles Industrial		HA4084	
Spectacles Industrial		HA4053	
Black Fleece Bib	1	C50256	
Black Fleece Jacket	1	S04834	
Cold Weather Parka	1	P69699	
Cold Weather Trousers	1	T35375	
Entrenching Tool	1	L00210	
Field Jacket Liner	1	L70172	
Gloves Intermediate C/W	1	G63382	
Gloves Leather Work	1	J68064	
Hood Balaclava	1	H46744	
Inflatable Sleeping Mat	1	M24944	
Modular Sleeping System	1	M60483	
Neck Gaiter	1	G39744	
Wet Weather Parka	1	P05813	
Wet Weather Poncho	1	P17415	
Wet Weather Poncho Liner	1	L70789	
Wet Weather Trousers	1	T38070	

2. Ship To Address:

Central Issue Facility
New Location
Fort Wherever, CONUS USA
IMNW-RLY-LGT-TF

3.	E-mail Address of	Recipient:		
4.	Phone/DSN Numb	er of Recipient:		
5.	Funding Code/TAC	Code:		
3.	. Insurance: YES / NO Value:			
7.	Shipment: Hazard	ous / Classified YES / NO		
	Document Number			
9.	POC for this action	: <u>CIF Manager</u>		
		Central Issue Facility, B7920 Apennines Way		
		Phone Number: 785-239-1426		
		CIF Manager		

Appendix 3D DECLINATION OF SHIPMENT OF OCIE

IMNW-RLY-LG	Date
MEMORANDUM FOR Central Issue Fa	cility, Fort Riley, Kansas
SUBJECT: Denial of Shipment of Reta Equipment within CONUS	ained Organization Clothing and Individual
I, understand that I am authorized to shipr and Individual Equipment through the C	, SSN,, ment my Retained Issue Organization Clothing entral Issue Facility but chose not to.
I understand I am responsible for the OCIE to my next CONUS duty station.	transporting and care of my Retained Issue
3. I understand the Retained Issue OCI	E will remain on my clothing record when I PCS
 I understand that my equipment mus CONUS duty station. 	t be in my possession upon arrival at my next
I understand it is my responsibility to arrival of my possession of my Retained	notify my gaining Central Issue Facility upon m I Issue OCIE.
	Printed Name and Rank
	Signature

Appendix 3E REQUEST FOR RELIEF FOR MEDICALLY EVACUTED OR KILLED IN ACTION PERSONNEL

UNIT OFFICE SYMBOL		DATE	
UNIT/ACTIVITY			
MEMORANDUMRANDUM TO Director RILEY, KS 66442	of Logistics, ATTN: Centra	al Issue Facility, Ft.	
SUBJECT: Request for Relief of Respo in Action personnel	nsibility for OCIE for Medi	cally Evacuated/Killed	
1. Reference AR 735-5, Para 14-18j.			
Request all OCIE issued to their individual clothing record due to cir	, SSN cumstances beyond the in	_, be cleared from dividuals' control.	
3. I have reviewed the circumstances surrounding the loss to the above named individual and find no evidence of negligence or willful misconduct.			
	Printed Name and Rank		
	Signature		

CHAPTER 4. INSTALLATION CONSOLIDATED PROPERTY BOOK OFFICE (ICPBO)

4.1 General.

- a.. The ICPBO is located at Building 229W Custer Avenue, Fort Riley, KS 66442. Office hours are 0730-1600 M-F and closed during lunch daily at 1200-1230. For technical assistance, call 239-6409.
- b. The ICPBO is responsible for the acquisition, accountability, and distribution of all appropriated fund supplies and equipment used to support customers (i.e., TDA activities, division/non-division, TDA property book and some tenant activities (five SROTC, 16 ROTC). The ICPBO maintains and control accountability for property through hand receipts.

4.2 References.

- AR 710-2 (Supply Policy Below the Wholesale Level)
- AR 735-5 (Basic Policies and Procedures for Property Accountability)
- DA PAM 710-2-1 (Using Unit Supply System Manual Procedures)

4.3 Property Responsibility.

In accordance with AR 710-2, paragraph 2-10 (g), the Installation Consolidated Property Book Office (ICPBO) manages and accounts for all installation property defined in the CTA and authorized TDA. Fort Riley maintains all installation property accountability on the Property Book Unit Level Supply Enhancement (PBUSE). All incoming commanders are required to attend the Commander's Brief prior to their assumption of command.

a. Assumption of Command or Primary Hand Receipt Change Procedures :

- (1) All primary hand receipt holders are required to perform a 100 per cent inventory prior to assuming control over the hand receipt.
- (2) All reports of discrepancies and proper documentation will be submitted to ICPBO for processing prior to signing their hand receipt.
- (3) It is a requirement to provide ICPBO DA 2062's for any office or barracks furniture you are responsible for. These forms will be kept in the back of your hand receipt to be updated semi-annually along with your original hand receipt.
- (4) Provide a copy of the Assumption of Command Orders and a DA 1687, Delegation of Authority, at the time hand receipt is signed. All hand receipt holders will have a DA 1687 on record at ICPBO. If no other individuals are to be authorized to sign for the property, the hand receipt holder will provide a signed DA 1687 with the statement "No other Authorized" in the name block.

(5) If a valid situation arises a maximum of two extensions of 15 days each will be authorized to complete the hand receipt update.

b. Procedures for semi-annually updates:

- (1) A memorandum will be sent out to the hand receipt holder 30 days prior to update with a scheduled appointment time. A memorandum stating DA Form 1687 has expired will accompany the memorandum, if necessary.
- (2) A 100% inventory is to be conducted to include 100% verification of all serial numbers listed on the hand receipt.
- (3) Any discrepancies need to be brought to the attention of ICPBO and all change documents posted prior to signing hand receipt.

c. Deployment Procedures:

- (1) In case of deployment and the rear detachment commander is appointed in the absence of the hand receipt holder, the commander will be given a 30-day grace period to perform the inventory and update the hand receipt.
- (2) All installation property that is identified as Mission Essential will not be transferred from the ICPBO to MTOE Property Books without the authorization of the G6 and the Director of Logistics for ADPE equipment.
- (3) When the memorandum with authorized signatures is received at ICPBO, listing mission essential equipment, a lateral transfer will prepared for the transfer to the MTOE Property Book.
- (4) When the lateral transfer is returned to ICPBO with the MTOE PBO signature and document number, it will be dropped from the ICPBO Property Book.
- (5) If there is property still remaining on the hand receipt and the commander has deployed, it will require a DD Form 200 (Financial Liability Investigation of Property Loss (FLIPL)) to remove this property from the hand receipt before the rear detachment personnel may sign the hand receipt. Once this is accomplished, a new hand receipt will be printed and the rear detachment commander will inventory and sign.
- (6) All installation property needs to be transferred back to ICPBO upon the return of the unit from deployment which requires a lateral transfer from the MTOE Property Book to ICPBO Property Book.

d. Turn In Procedures of Installation Property is as follows:

- (1) If the item in question is a property book item, supply personnel need to fill out a Maintenance Work Order (DA Form 2407) according to ICPBO SOP (issued at initial briefing) **before** taking the item to Building 8100 for service or other authorized activity.
- (2) All information necessary to fill out DA Form 2407 is on the commander's hand receipt.
- (3) Once the technical inspection is completed the **Unit** needs to come to **ICPBO** with their completed DD Form 1348-1 for a turn in document number.
- (4) When the turn in is completed and necessary signature is obtained the Unit needs to return the document to **ICPBO** in order for the item to be dropped from the hand receipt.

e. Procedures for Deploying Units.

- (1) Units deploying from Fort Riley need to ensure their hand receipts are cleared prior to departure by:
 - (a) Coordinating with ICPBO @ 239-6409 for briefing instructions to clear.
 - (b) Obtaining a clean, up-to-date copy of the unit's hand receipt.
- (c) Bringing any adjustment documents resulting from inventory to ICPBO 2-3 days prior to clearing the hand receipt so all adjustment may be made to clear the hand receipt.
- (d) Once hand receipt is cleared, the hand receipt holder will be provided a copy of the hand receipt stating negative report for their records.

f. Credit Card Purchases Procedures as follows:

NOTE: It is very important to follow the directions below before you make your credit card purchase. If you do not, your purchase will be considered as not following proper procedures and "after the fact" will be annotated on your memorandum.

- (1) Make sure it is an authorized purchase and attach authorization to memorandum. Such as Audio Visual equipment TASC approval-239-2479, ADPE Equipment CAPR'S DOIM-239-0641.
- (2) If authorization cannot be obtained then contact DRM at 239-2204 for an approval memorandum.
- . (3) After approval to procure the item is given, bring all copies of credit card request to ICPBO, along with approval memorandum to Building 229W, for a document number. This form must be signed by the Credit Card Holder and the hand receipt holder.
- (4) After the purchase has been made, fill out the Completion of Credit Card Purchase Memorandum and attach a copy of the purchase receipt with credit card number blacked out. At this time, ICPBO will add the property to the property book for accountability.

g. Sensitive Items Inventory.

- (1) Under the provisions set forth in AR 710-2-1, Chapter 5, paragraph 9.9, a Sensitive Item Inventory must be conducted quarterly and weapons/ammunition must be inventoried monthly.
- (2) ICPBO will provide a memorandum for each unit/activity, with an automated Sensitive Items Inventory Listing from PBUSE on the first of each month.
- (3) The results of this inventory will be recorded on the Sensitive Items Inventory Listing (the PHRH must DATE and SIGN the listing, noting that there are, or are not any discrepancies) and forwarded the ORIGINAL to ICPBO no later than the suspense date.
- (4) All discrepancies must be noted in the "Remarks" portion of the Inventory Listing next to the property in question. It is the unit/activity responsibility to resolve discrepancies but ICPBO will assist with causative research. If the discrepancies cannot be corrected, it is the PHRH's responsibility to initiate a

Financial Liability Investigation of Property Loss (DA Form 200) IAW AR 735-5.

(5) Units/activities that fail to meet the suspense date will be reported through command channels as being delinquent.

How to stay in our good graces....

- Make Installation Hand Receipts a higher priority.
- Keep hand receipts updated by required date.
- Return monthly and Quarterly Sensitive Items Inventories.
- If it's on ICPBO, come through our office for document numbers.
- Fill out documents correctly and return paperwork in a timely fashion.

CHAPTER 5. TROOP ISSUE SUBSISTENCE ACTIVITY (TISA)

5.1 General.

DOL, Supply/Services Division, TISA, provides Class I support. TISA is located at Bldg 229W on Custer Avenue, Main Post.

HOURS OF OPERATION. Monday through Friday, 0730-1600.

POINT OF CONTACT. Subsistence Supply Manager at Bldg 229W, 239-

2183.

5.2 Procedures.

a. For dining facilities, units will:

- (1) Operate under the Army Ration Credit System (ARCS). Submit a memorandum through the G4 Food Program Manager to the TISA Office for the purpose of establishing an ARCS account.
- b. Order items through the Army Food Management Information System (AFMIS) following the published delivery schedule for prime vendor products, produce, bakery, dairy, carbonated beverages, and CO₂. The vendor will deliver products directly to the dining facility. Sign the vendor invoices to show receipt.
- c. For field, units will:
 - (2) Operate under the Army Field Feeding System (AFFS). Issues will be made on a 2-2-3 basis. The primary ration is the Unitized Group Ration-A (UGRA). Provide a memorandum of intent to the TISA office to establish an AFFS account not later than 45 days before the exercise. Specific examples of documents and ordering timelines are available upon request from the TISA office.
 - (3) Pick up rations from Bldg 229 and transport same. Ensure vehicles used to transport the rations are clean and free of debris. Vehicle beds must be covered with tarps, bows, and front and rear curtains. Use dunnage (pallets) between the food and the cargo bed.
- d. Issues. Delegate individuals authorized to request or receive rations on DA Form 1687 signed by commanding officer. Provide original DA Form 1687 and copy of commander's assumption of command orders to TISA. Requestor and receiver cannot be the same individual. Exceptions to this policy must be approved by signature of the G4 Food Program Manager.

- e. Turn-Ins. Schedule turn-ins by calling the TISA Office. Perishable items are not accepted for turn-in. Provide four copies of DA Form 3161, Request for Issue or Turn-In, listing items for turn-in. All turn-ins are conditional to passing the Veterinary Food Inspection. Provide items for turn in at Bldg 229 on scheduled date/time.
- f. Meal, Ready-to-Eat (MRE), Warming/Cooling Beverages, Commercial Box Lunches and Ice. Provide four copies of DA Form 3161, Request for Issue or Turn-In, specifying quantity required. Specific examples of documents, issue formulas and ordering timelines are available upon request from the TISA office.
- g. There are a number of specialized items i.e., Kosher MRE's that are available as special orders from Defense Supply Center Philadelphia (DSCP). Provide four copies of DA Form 3161, Request for Issue or Turn-In, specifying quantity required. Specific examples of documents, issue formulas and ordering timelines are available upon request from the TISA office.
- h. All field issues/special orders must be approved by signature of the Food Program Manager.

CHAPTER 6. AMMUNITION SUPPLY POINT (ASP)

6.1 General Ammunition Policies and Procedures

- a. **Purpose**. To serve as a guide for managing ammunition; providing policy and guidance on procedures for forecasting, requisitioning, issues, turn-ins, transporting, accountability, physical security, safety, field operations, combat loads, sustainment loads, and operational loads of Class V ammunition.
 - b. **Assistance/Questions**. Please call the following points of contact (POC) for answers to anything that needs clarification or if you require assistance in completing paperwork, problems in the field, or questions concerning transportation of ammunition.

Quality Assurance Specialist Ammunition Surveillance (QASAS), 239-1952/9543
ASP. Ammunition Accountable Officer, 239-4102
ASP, Operations Desk, 239-4862/4222

- c. **Abbreviations and Terms**: Abbreviations and Terms used in this pamphlet are explained in the glossary at Appendix H.
- d. Joint Munitions Command (JMC) Ammunition Management: Set forth guidelines in forecasting, requisitioning, and transporting of all Class V to all Ammunition Supply Point's (ASP). All services training at any ASP will forecast through TAMIS. Monthly CAM-PUSH will be viewed in the NLAC website listed under MOM spreadsheet and verified by the ASP Accountable Officer NLT 5th working day of each month.

e. Responsibilities:

Operation of the ASP and AHA are the responsibility of the Director of Logistics (DOL). The ASP is contract operated. Under this operational arrangement, the various tasks and responsibilities of the ammunition community are as follows:

(1) DOL will:

- (a) Exercise staff responsibility for the ASP and the installation amnesty program
- (b) Provide specifications to the ASP contractor in procurement, storage, issue, turn-in, inspection, maintenance, quality assurance, explosive safety, and accountability of Class V materiel in the Fort Riley Ammunition Supply Point (ASP).
- (c) Establish procedures for the use of the Ammunition Holding Area (AHA). **See Appendix B.**
 - (d) Provide AHA checklists for the Field Officer of the Day (FOD) when required.

- (e) Ensure malfunctions/incidents involving Class V materials are immediately reported to QASAS personnel.
 - (f) For AHA access/storage procedures, call (785)239-4102/1952.

(2) DOL Quality Assurance Specialist Ammunition Surveillance (QASAS) will:

- (a) Be responsible for the implementation of the installation ammunition surveillance program. Provide technical assistance on explosive safety and transportation upload guidance of ammunitions/ explosives to the staff and units serviced by Fort Riley.
- (b) Investigate all malfunctions, accidents and/or incidents involving Class V materiel.
- (c) Suspend the issue and use of ammunition determined to be unsafe by the QASAS and/or as directed by higher headquarters. Maintain Class V suspense and restriction/ Ammunition Information Notice (AIN) master files for Fort Riley.
- (d) Inspect all ammunition storage areas to include unit arms rooms at Fort Riley and other supported installations as required.
- (e) Prepare and submit through the installation safety office, explosive safety waivers and explosive site plans submitted to Department of Defense Explosive Board (DDESB) for Fort Riley and other supported installations, as required.
- (f) Review all construction within five thousand feet (5000') of any explosive site. The installation master planner will submit projects that meet these requirements to the QASAS for review prior to the start of any construction.
- (g) Conduct intraservice support coordination visits, and inspections within the AR 5-9 geographical support area of responsibility.
- (h) In conjunction with Installation Safety Office, determine and approve all ammunition routes on Fort Riley.
- (i) Be responsible for the administration and implementation of the installation amnesty program.
- (j) Be responsible for the inspection and transportation of Ammunition and Explosives (A&E) at Fort Riley.
- (k) Be on call 24 hours per day to respond to requests for assistance in transportation accidents that involve DOD shipments of ammunition and/or explosives on public roads within the Fort Riley AR 5-9 area of responsibility. Requests for assistance will be made through the Fort Riley EOC, commercial phone (785)-239-2222 or DSN 856-2222.
- (I) Review designs for explosive testing, storage, surveillance, maintenance, demil and disposal facilities for compliance with explosive safety standards.
- (m) Conduct annual safety inspections of ammunition and explosives handling, storage, use, maintenance, and disposal.
- (n) Monitor ammunition uploads and other activities that involve the transportation and storage of ammunition in other than authorized and licensed storage areas to ensure that pertinent requirements are met.
- (o) Review Quantity-Distance (QD) compliance of existing and planned facilities, both prior to and after construction.
- (p) Review SOPs and directives for compliance with explosive safety requirements.

- (q) Assist in the installation master planning process and annually review the installation master plan to ensure construction is not planned inside explosive safety arcs.
- (r) Monitor operations involving ammunition and explosives to ensure that Army units understand and comply with explosive safety standards.
 - (s) Provide explosives safety training for unit personnel.
- (t) Under the direction of the Inspector General's Office, conduct ammunition storage inspections of installation units, as scheduled.

(3) G4 / INSTALLATION AMMUNITION MANAGER, IMCOM will:

- (a) Review/approve TAT and NON-TAT Ammunition Basic Loads (ABL) IAW AR 710-2, IMCOM REG 5-13 and FORSCOM REG 700-3. Combat Load will be done by company and roll-up by Battalion within each Brigade to include each separate company and Detachment(s) NLT 1 August of each calendar year.
- (b) Review Operational Project Stocks (OPS) pre-positioned at ASP. OPS will be forecasted thru the ASP Accountable Officer on a yearly basis and forward to the respective MACOM for approval. FY requirements will be submitted <u>NLT 30 May of</u> each calendar year to the ASP Accountable Officer.
 - (c) Coordinate with MACOM G4 for the stockage of ABL in PSPs.
- (d) Provide the ASP Accountable Officer with a roll-up for each Division Brigade ACL to include each separate company(s) and detachment(s). ASP will roll-up storage requirements and forward them to MACOM G4 NLT 1 September each calendar year.
- (e) Approve and maintain a current DA Form 1687 (signature card) for all active component units attached/assigned to Fort Riley.
- (f) Conduct infrequent checks or inspections of ammunition operations on Fort Riley to include the Ammunition Holding Area (AHA) and Field Ammunition Supply Point (FASP).
- (g) Under the direction of the Inspection General's office, conduct ammunition management inspections of installation units, as scheduled.
- (h) Assist the Brigade Ammo Manager as need on all issue that pertains to ammunition.
- (i) Coordinate all Class V requirements for off-post Training with ammunition manager.
- (j) Ensure that Late and Unforecasted documents have a late statement (MFR) prior to pick-up of Class V from the ASP.
- (k) Establish a system to ensure training ammunition is properly forecasted, consumed or returned to the ASP, and DA Form 581 or e581, cleared within five (5) working days after completion of the training even.

(4) The ASP Contractor will:

- (a) Maintain accountable records on ammunition and explosives, expended ammunition components, containers, and all packing and crating materials.
 - (b) Provide for safety and general police of the ASP.
- (c) Receive, store, and prepare for shipment or disposal of all live or expended ammunition, components, containers and packing materials.

- (d) Perform in-house maintenance on all ammunition storage sites and related equipment located within the physical boundaries of the ASP.
- (e) Review JMC CAM-PUSH training ammunition forecasts and with Accountable Officer approval input Required Date of Delivery (RDD). All RDD(s) will be set to receive not more than four (4) trucks per day.
- (f) Inspect all commercial and military vehicles entering and departing the ASP storage area and main gate using DD Form 626, Motor Vehicle Inspection (Transporting Hazardous Materials).
- (g) Notify the Government Accountable Officer of any unserviceable ammunition turned in that is suspect of possible negligence or other than fair wear and tear (as determined by QASAS) and recommend that a Financial Liability Investigation of Property Loss or AR 15-6 investigation be conducted.
- (h) Submit ammunition stock status and forecasts to Joint Munitions Command (JMC) through the Standard Army Ammunition System (SAAS) information system.
- (i) Assign priority of issue to reserve training units whose home station is more than 200 miles from Fort Riley in cases where scheduling conflicts arise.
- (j) Maintain original and current copy of a DA Form 1687 (Notice of Delegation of Authority, Receipt for Supplies) for units, agencies or activities that draw or turn-in Class V at Fort Riley Ammunition Supply Point (ASP).
 - (k) Provide the following Reports to the Accountable Officer:

ASP Data End of the Month Report ASP Work Data Monthly Report

(5) Training Division, DPTMS will:

- (a) Provide guidance to Fort Riley units in determining upcoming fiscal year ammunition requirements.
- (b) Distribute training ammunition authorizations from FORSCOM and Installing Management Agency (IMA) to Fort Riley units.
- (c) Coordinate with FORSCOM on changes to installation ammunition authorizations, and update the appropriate changes to unit annual ammunition authorizations in the Training Ammunition Management Information System (TAMIS).
- (d) Notify units of any changes made to their ammunition accounts through the applicable MSC.
- (e) Assist Fort Riley units to coordinate Class V requirements for off-post training.

(6) The Range Branch, Training Division, DPTMS will:

- (a) Establish procedures for the use of the Field Ammunition Supply Point (FASP) located at the Multi-Purpose Range Complex.
 - (b) Provide FASP checklist for the Field Officer of the Day (FOD) when required.
- (c) Ensure malfunctions/incidents/accidents involving Class V materials are immediately reported to QASAS Logistics Ammunition Representative (LAR).

(7) **DPTMS Mobilization Plans will:**

- (a) Coordinate with MUSARCs and National Guard State Headquarters to ensure timely submission of ammunition basic load requirements to the DOL Ammunition Accountable Officer.
- (b) Coordinate with MUSARCs and National Guard State Headquarters to ensure timely submission of training ammunition requirement for mobilization to Training Division, DPTMS.

(8) DPTMS Reserve Component Support Division (RCSD) will:

- (a) Maintain liaison with (RC) units to ensure they are apprised of local ammunition management policies.
- (b) Ensure Reserve Component units drawing or turn-in Class V adhere to responsibilities outlined in Chapter 11, DA Pamphlet 710-2-1 and this Pam.
 - (c) Be the liaison between RC units and Fort Riley activities.

(9) Active Component MSC/Separate Company/Det will:

- (a) Establish a system to ensure training ammunition is properly forecasted, consumed or returned to the ASP, and DA Form 581 or Electronic form E581, cleared within five (5) working days after completion of the training even.
- (b) Consolidate subordinate units' requests or additional ammunition authorizations at MSC/separate battalion level and attempt to resolve them internally.
- (c)Prohibit units from forecasting more than the balance of their authorization for the FY.
- (d) MSC/ Separate Battalion Level Approve and verify all Electronic ammunition requests.

<u>Provide a copy to the ASP of DA Form 1687 on whose authority to request and approve DA Form 581or E581 for units requesting Class V.</u> Requester and Approving Officer will not be the same individual.

- (e) Maintain DA Form 1687 (signature card) for all units attached/assigned to them.
- (f) Maintain records for FY training ammunition authorizations at battalion and separate company level.
- (g) Provide assistance to supported units regarding ammunition matters upon the request of the training ammunition officers, NCOs or Sections.
- (h) Review/validate Ammunition Combat Loads and Sustainment loads for active component units assigned to them.
 - (i) Review/validate Operational Loads, for units assigned to them.
- (j) Coordinate all Class V requirements for off-post Training with Parent Unit ammunition manager.
- (k) Brigade ammunition manager will conduct quarterly unit inspections of battalion's accounts with their respective unit representatives.
- (I) Ensure a knowledgeable representative attends the monthly Ammunition Manager's Monthly meeting and range conferences.

- (m) Brigade manager will ensure that battalion managers and all personnel performing ammunition operations have completed the Introduction to Ammunition (Ammo 45), Explosives Safety (Ammo 63), Class V issue and Turn-In Procedures (Ammo 64, 1 and 2), HAZAT Familiarization and Safety in Transportation (Ammo 67) Courses and all supervisors/leaders must have completed the Technical Ammunition Course (Ammo 60) prior to the expiration of their interim certification. These courses are available from the Defense Ammunition Center, McAlester, OK.
- (n) Ensure that Late and Unforecasted documents have a late statement (MFR) prior to pick-up of Class V from the ASP.

(10) Ammunition Account Holders (Active Component, Separate Battalion and Separate Company Commanders) will:

- (a) Provide the DPTMS Installation Ammunition Manager and ASP a copy of assumption of command orders, signature card on each soldier on the signature card.
- (b) Establish a management training ammunition account system using TAMIS to obtain certification through an Ammunition Management Course in accordance with AR 710-2, para 2-40, AR 5-13 and DA Pam 710-2-1, paragraph 11-11.
- (c) Maintain a document register for all DA Form 581 or E581, request and turnin of Class V, IAW AR 710-2, DA PAM 710-2-1 and this PAM.
 - (d) Ensure forecast requirements are accurate.
 - (e) Ensure that Monthly forecast is updated in TAMIS NLT the end of the month.
- (f) Ensure all safety and security requirements IAW AR 710-2 para 2-42 and AR 190-11 are met before & after ammunition is picked up from the ASP.
- (g) Ensure ammunition is not directly transferred between units. Direct transfer is not authorized. Ammunition will be turned in to the ASP by one unit before being drawn by another. This ensures the serviceability of the ammunition before a second unit signs for it.
- (h) Ensure all accidents/incidents/malfunctions of Class V materials are immediately reported to Range Control and QASAS (LAR). QASAS personnel will determine if the lot of ammunition will be suspended, restricted, or fired by the unit.
- (i) Require that responsibility for ammunition be transferred to the lowest level, i.e., Section leader/squad leader/tank commander level. The only exception is where there is an OIC/NCOIC of a range, to include tank gunnery, who exercises control over all ammunition. The range OIC/NCOIC will sign for all ammunition using DA Form 5515.
- (i) Ensure that Late and Unforecasted documents have a late statement (MFR) prior to pick-up of Class V from the ASP.
 - (k) Establish Installation amnesty programs which will include:
 - -Conducting quarterly briefing.
 - -Posting location of amnesty box located outside the ASP, Fort Riley.
- -During duty hours personnel can call 785-239-1952/9543, after duty call 785-239-6767(PMO) or FROC 785-239-2222.
- -Specifying that under no circumstances will units establish their own amnesty turn-in points.
- -Provide direction to anyone (military or civilian) who wants to turn-in Class V under the amnesty program.

- (I) Provide sufficient personnel during issues or turn-in to facilitate the inspection of ammunition or residue items and to accomplish all handling and movement. Detail personnel are required to provide work gloves and Kevlar.
 - (m) Establish unit amnesty programs which include:
 - Establishing an atmosphere that does not intimidate the soldier or prevent the soldier from freely turning in ammunition to his/her chain of command who, turn-in will ensure the ammunition is delivered to the post amnesty point/ box.
 - Providing directions to anyone (military or civilian) who wants to turn-in ammunition under the amnesty program.
 - Specifying that under no circumstances will units establish their own amnesty turn-in points. The only amnesty turn-in point on Fort Riley is located at the ASP.
 - (n) All supervisors who either have ammunition in their possession or supervise soldiers who possess ammunition have certain responsibilities. They must provide proper guidance to their subordinates and enforce all safety and security requirements according to this pamphlet. This responsibility applies to the entire chain of command. All ammunition for training will be properly hand receipted down to section/squad level using DA Form 5515.
 - (o) All personnel who have ammunition in their possession incur personal responsibility for that ammunition, which includes taking all responsible measures for its proper use, care and safeguard.
- (11) The Adjutant General (TAG) Army Reserve Command (ARCOM) and other Reserve Component (RC) Major Subordinate Commands (MSC) and Separate Battalion Commanders will:
 - (a) Verify that all ammunition requested is within unit's authorization.
 - (b) Ensure that units update TAMIS no later than the end of each month.
- (c) Ensure that CADS/PADS requirement are forecasted and requested using TAMIS. Unit will forward requirement to the ASP with the following information: Aircraft Tail No#, Serial No# of Hoist, and quantity required. Information will also be entered in the electronic DA Form 581.
- (d) Ammunition required under CTA 90-909 (e.g. C025, Guard requirement) will also be input into TAMIS.
- (e) Review Operational Project Stocks (OPS) and forecast through the MACOM. Once approved, State/MSC Ammo Manager will forward requirement to the ASP Accountable Officer. Once approved by G4 FORSCOM, the ASP will notify units.
- (f) Approve and verify all Electronic ammunition requests.

 Provide a copy to the ASP of DA Form 1687 on who is authorized to request and approve DA Form 581 for units requesting Class V. Requester and Approving Officer will not be the same individual.

(12) Reserve Component Subordinate Battalion and Separate Company and Detachment Commanders will:

- (a) Provide ASP copies of assumption of command order and signature card.
- (b) Ensure a system is established to manage training ammunition accounts in accordance with AR 710-2, Section VIII Ammunition Management. DA Pam 710-2-1, paragraph 11-11.
 - (c) Maintain a document register for all DA Form 581 prescribed in this SOP.
- (d) Ensure that monthly ammunition forecasts are sent to their MSC or higher Headquarters in time to be consolidated and input into TAMIS NLT then the 20th of each month.
 - (e) Ensure forecast requirements are accurate.
- (f) In accordance with FR Pamphlet 55-1, submit completed DD Form 1266 (Request for Special Hauling Permit) to the DTO, (Bldg 1502, Fort Riley, Kansas 66442) for approval not later than 3 working days before scheduled ammunition pick-up. Telephonically coordinate exceptions to the 3 working-day suspense with the DTO (239-2353/3522). Units hauling ammunition off this installation will enter comment: where the ammunition is to be fired and where/how it is safeguarded.
- (g) Ensure all safety and security requirements are met before ammunition is picked up from the ASP.
- (h) Process all requests for issue of ammunition through TAMIS. Approve and verify all Electronic ammunition requests. <u>Provide a copy to the ASP of DA Form</u>

 1687 on who is authority to request and approve DA Form 581 or E581 for units requesting Class V. Requester and Approving Officer will not be the same individual.
- (i) Initiate property adjustment documents for each document (AR 15-6 Investigation, DA Form 5811-R, Certificate Lost or Damaged Class V, etc.) upon identification by ASP Accountable Officer of mishandled or unserviceable ammunition and/or residue shortages, IAW DA Pamphlet 710-2-1, paragraph 11-15c.
- (j) Direct transfer of ammunition between units is not authorized. Ammunition will be turned into the ASP by one before being drawn by another. This ensures that QASAS personnel inspect the ammunition for serviceability of ammunition before a unit signs for it.
- (k) Ensure all accidents/incidents/malfunctions of Class V materials are immediately reported to Range Branch. QASAS personnel will determine if the lot of ammunition will be suspended, restricted, or fired by the unit.
- (I) Require that responsibility for ammunition be transferred to the lowest level i.e., Section leader/squad leader/tank commander level by sub-hand receipt on DA Form 5515). The only exception is where there is an OIC/NCOIC of a range, to include tank gunnery, who exercises control over all ammunition. The range OIC/NCOIC may then hand receipt for all ammunition. Hand receipts are to be accomplished on DA Form 5515.

6.2 ASP Hours of Operation.

a. The normal workweek is Monday through Friday. All transactions will be scheduled with ASP control personnel NLT seven working days prior to the desired

action. Standard hours of operation for issues, turn-ins and document submission to the ASP are as follows:

DAYS	HOURS	SERVICES
Mon - Fri	0700-1430/1530	Issues, Turn-Ins, Commercial Carriers
	1430-1600/1700	Posting of documents
	1600-1630/1730	Housekeeping

NOTE: Due to time involved in processing issues and turn-ins, processing of the last unit must begin NLT 1500hrs.

- b. Any unit requiring an exception to the standard hours of operation must send a written request for exception, along with the appropriate DA Form 581 or e581 documents to the ASP Contracting Officer's Representative located at building 7920 or the Accountable Officer located in building 918, room 2, at the Ammunition Supply Point (ASP).
- c. The ASP will be closed for quarterly 100 percent inventories as published on the Activities Planning Calendar. Closings are planned five quarters in advance. Closing dates can be obtained from the ASP Government Accountable Officer or DPTMS Training Branch, 239-3006. Quarterly inventories are also announced in the Fort Riley Range Bulletin and the "Fort Riley Post."

6.3 Ammunition Requirements.

- a. Requirements consist of the quantity of training ammunition that each component or activity within the Army requires to support planned training events during a fiscal year. This includes both STRAC and non-STRAC training ammunition requirements.
- b. Each unit will calculate and validate their annual ammunition requirements based on weapons densities and using TAMIS in accordance with MACOM guidance.
 - c. Ammunition Managers will validate all unit requirements.

6.4 Ammunition Authorizations.

- a. MACOM Ammunition Managers will provide ammunition authorizations to Fort Riley units during the 4th quarter for the next FY. The quantity each unit receives is based on the following factors:
- (1) DA Pamphlet 350-38, Standards in Weapons Training (STRAC) Authorizations.
 - (2) Quantity received from MACOM Ammunition Manager.
 - (3) Training ammunition availability.
- b. Once units have received the yearly authorizations, they must determine if authorizations meet projected-training requirements or are excess to their needs.

- (1) Excess authorizations should be reported as soon as they are identified. The MACOM Ammunition Manager will assist units in cross-leveling authorizations. Final turn-in of excess annual authorizations will be conducted in 2nd guarter each FY.
- (2) Units may request additional training ammunition authorizations. This request must go through the ammunition officer at MSC level who will first try to obtain the ammunition from other units within the MSC. If they cannot resolve the issue internally, the request will be forwarded up through the unit's chain of command.

6.5 Forecasting

- a. Accurate forecasts are extremely important. Ammunition production is dependent upon forecasts. Forecasts determine whether enough ammunition is available or if the Army must expend funds for ammunition production. Inaccuracies will result in either not enough ammunition to conduct training or excess ammunition. All units will use TAMIS to forecast ammunition.
- b. In accordance with AR 710-2, paragraph <u>3-33b</u>, the ASP cannot exceed a 180-day supply of training ammunition. All excess is identified for possible return to depots or redistribution to other installations for use.
 - c. All units will forecast for a 12-month period with a 90 day "Lock Out".
- d. Units should forecast into the next fiscal year regardless of whether authorizations have been received for that fiscal year. Once authorizations are received, these forecasts should be revised to not exceed current authorizations.
- e. Dummy and inert ammunition required for weapons maintenance or New Equipment Training (NET) must be forecasted. Dummy/inert items will be requested thru TAMIS when required. Dummy/Inert items will be accountable IAW AR 710-2.

6.6 Requisition and Issue Procedures.

Notice of Delegation. Each battalion, separate company or detachment will prepare and submit a DA Form 1687, Notice of Delegation of Authority - Receipt for Supplies (Figure 3), in three copies, through the IMCOM, Installation Manager for Active Components, thru RCSD for Reserve Components, to the ASP. Listed on each form will be the name, grade, signature and initials of all personnel authorized to receive ammunition. Active Duty units will include ETS date for each individual on the card. A DA Form 1687 will be valid for a period not to exceed one year. Commanders will authorize only officers and non-commissioned officers (SGT, E-5 and above) to sign a request for pickup of ammunition. Only the original or approved Fort Riley digitally signed DA form 1687 will be accepted. Carbons, Xerox copies, "white out", erasures, strikeovers, or other changes are not acceptable. The Battalion or Separate Company Commander will sign DA Form 1687. All officers, including duty appointed ammunition officers, must be delegated the authority to request pick up of ammunition on a DA Form 1687. AT-4s, TOW, Stingers, DRAGON and all other Category I or II munitions, as identified by AR 190-11, will be signed for by an authorized Commission, Warrant or

Non-Commission Officer (SGT (E-5) or above). A copy of assumption of command orders for commanders (Figure 16-4) will accompany each DA Form 1687. All units must review all their DA Form 1687 for accuracy at least quarterly. FORSCOM has established procedures for records checks to be performed by installation Provost Marshal's Office, IAW AR 190-11, on each individual authorized to requisition or receive ammunition or explosives.

6.7 Requesting Ammunition (All Units).

- a. Ammunition will be requested in the minimum amount necessary for the mission or training requirement and, to the nearest unit pack configuration, when possible (Appendix E). All Class V will be requested by submitting an electronic DA Form 581 or e581, Training Ammunition Request (TAR) in TAMIS.
- b. The assigned document serial numbers for class V training ammunition and Operational Loads will be assigned by the BN PBO/S4 and a copy of serial numbers is provided to the ASP. Updates will be provided when there is a change of PBO/S4 Officer.
- c. Distribution copies of signed DA 581's for all Ammunition and Explosives is as follows:

ACTIVE COMPONENT	RESERVE COMPONENT
(1) ASP (Original Copy)(2) Unit File copy(3) DPTMS Copy	(1) ASP (Original Copy)(2) Unit File copy (2 Copies)

- d. The electronic DA Form 581's must arrive at the ASP NLT COB seven working days prior to date of issue. Requests not meeting this criterion will be processed as a Late Request. Requests will be consolidated to the maximum extent possible. After authentication and approval, the requesting unit will print and retain a suspense copy. All requests for ammunition must be approved by the Training Ammunition Manager (TAM) prior to ASP action. Additionally, separate requests for blank and ball/ball & tracer small arms ammunition will be processed. Under no circumstances will blank and ball be drawn on the same DA Form 581!
- e. Upon accepting the electronic request the ASP, the requesting unit will call/or report to the Customer Assistance Clerk, who will review the document for accuracy. All scheduling will be done in person at the ASP. The DA Form 581/e581 will be printed and placed in the suspense file. All request(s) will be processed and filed in suspense file based on requested date of pick up.
- f. Units will immediately notify the ASP of any cancellations or changes to requests for ammunition. Any approved DA Form 581, remaining at the ASP at COB of the requested issue date will be canceled automatically, unless prior arrangements are made.

- g. Requests for ammunition for overhead or flanking fire will be made separately from other requests for training ammunition (90 days prior). This is necessary in ordering and having depot(s) clear lot(s) for shipment and issue of training ammunition specifically approved for this purpose. All DA Forms 581/e581 requesting ammunition for this purpose will be annotated "For Use In Overhead/Flanking Fire" in block 28.
- h. Requisition for dummy and inert ammunition will be requested through TAMIS, Dummy and inert ammunition will be ordered by the ASP Accountable Officer, using the monthly CAM PUSH report.
- i. Requesting units will provide an adequate number of vehicles to ensure safe transport of ammunition. A unit arriving at the ASP without adequate vehicles to transport the requested ammunition will not be allowed to proceed until an adequate number of vehicles are present to complete the issue. Units will ensure that adequate personnel are provided for loading the ammunition vehicles and that transportation is provided for movement of the personnel. Personnel may not be transported in the cargo area of a vehicle carrying ammunition or on the outside (sides or tops) of vehicles. Only two personnel will be allowed to ride in the cab of trucks entering or exiting the ASP storage area.
- j. Requesting units will ensure a unit representative, whose signature is on a Signature Card (DA Form 1687) that is on file at the ASP, accompanies the unit's ammunition detail for both issues and turn-ins.
- k. Late requests: A DA Form 581 which fails to arrive at the ASP seven working days prior to the issue date will be considered a "late request." Working days do not include Division Training holidays or weekends.
- (1) The late request will be brought to the Brigade Ammunition Officer (BDE AO) and it must have a justification memorandum signed by the first LTC in the unit's Chain of Command.
- (2) The BDE AO will contact the contractor. The contractor will determine issue date/time based on the currently scheduled workload. The contractor can adjust down to the nearest unit pack for late requests to facilitate issuing the requested ammunition.
- m. Unforecasted requests. Unforecasted requests must be submitted on separate TAR from forecasted requests. All Unforecasted requests will follow MACOM guidance and justifications.
- n. The BDE AO will assist the units by providing a list of units that have the requested ammunition forecasted. The requesting unit will contact each unit on the list to determine if any forecasted ammunition is available.
- o. If the request was not filled by the ASP, the unit may elect to take the document and the list of units who have forecasted the ammunition for the requested month to the resource specialist DPTMS. The DPTMS can prioritize training resources and may elect to take the forecast from other units. The TAMIS forecast move tool will be used to adjust forecasted ammunition quantities.

p. Unit(s) requesting ammunition to be shipped to their location or another Installation will prepare a DA Form 581 and a memorandum stating all pertinent information regarding their request: shipping address, name and phone number of unit, POC, required delivery date, hours, and shipping fund citation (Unit Budget Officer) (See Figure 16-6). Units need to forecast 45 days prior to actual month of use.

6.8 Issue of Ammunition.

Requesting units will ensure a unit representative whose signature is on a DA Form 1687 on file at the ASP, accompanies the unit's ammunition detail.

- a. An Officer or NCO in the grade of E5 or above must sign block 13c on all DA Forms 581 or TAR requests. Any question regarding block 13c can be addressed by calling 785-239-4862/4222.
- b. Only those items listed on an approved DA Form 581 will be issued from the ASP to the requesting unit. Authorized substitutes may be issued if the requested item is not available.
- c. Commanders must ensure all safety and security requirements are met before ammunition is picked up from the ASP (i.e., guards for Category I or II ammo, vehicles designated to transport ammo meet DD Form 626 safety/serviceability requirements, sufficient tie down straps, fire extinguishers and proper placards).
- d. For training events that will last in excess of 48 hours, units should practice incremental re-supply. All DA Forms 581 for the entire period will be submitted through the TAMIS system to arrive at the ASP NLT 7 working days prior to the initial draw of ammunition.
- e. Upon arrival at the ASP, units will park their vehicles in the vehicle parking area in front of building 918. The unit representative will proceed to the Operation Office (Bldg 918) to receive instruction and then to the Inspection Office (Bldg 920) for vehicle inspection. All other unit personnel will remain with the vehicle(s). Drivers and assistant drivers will have a valid Optional Form (OF) 346, U.S. Government Motor Vehicle Operators Identification stamp and dispatch available for inspection. Assistant drivers are required for all vehicles transporting ammunition and explosives.
- f. All vehicles transporting ammunition / explosives will be inspected IAW guidance in DD Form 626.
- g. After pre-issue inspection requirements have been satisfactorily accomplished by the inspector, the unit representative will report to the ASP Operations Office, Bldg. 918. The Customer Assistance Clerk will provide the Ammunition Storage Slip, DA Forms 3151-R (FIG 16-8) for unit issue to the checker who will escort the unit personnel through the ASP. Unit personnel and vehicles are not allowed in the ASP without an escort.

- h. All flame producing devices such as matches, lighters, etc., will be turned in prior to entry to the ASP. Items will be returned upon departure from the ASP. All cell phones, PDA and other voice or text electronic transmission devices will be turned off, picture phones will be turned in to customer service personnel prior to entry to the secure area. Any personnel found to be carrying these items turned on within the ASP will be escorted away from the area and barred from further access.
- i. Units arriving at the ASP with firearms will not be permitted to take them into the storage area or Offices. At **no time** will ASP personnel assume responsibility for customer unit weapons. **NO** weapons will be allowed in the ASP operating area or Vehicles Inspection building.
- j. The assigned checker becomes responsible for the vehicle(s) and personnel making the pick-up. The checker will accompany the lead vehicle from the time of entry into the ASP until departure. The unit representative will accompany the vehicle during the issue.
- k. Unit personnel will not enter magazines until directed to do so by the checker or magazine attendant.
- I. The assigned checker and the unit representative will perform an inventory of items loaded onto the unit vehicles prior to departing the magazine. Once all items designated on the DA Form 3151-R are issued, lot numbers and quantities are annotated and verified by both parties. The assigned checker will then sign in the block designated "Issuing Checker". The unit representative will sign the block designated "Receiving Checker" for both the first and second count DA Form 3151-R. The second count is the unit's copy. They will then proceed to the departure inspection lanes adjacent to the ASP Control Office to wait for a third count and outgoing vehicle inspection.
- m. When the vehicles are spotted, the assigned checker, the unit representative and all unit detail personnel will exit the ASP. Drivers will remain with their vehicles. The assigned checker and the unit representative will report to the ASP Customer Assistance Clerk. The Customer Assistance Clerk will provide a blank DA Form 3151-R to a different checker to initiate a third count of all items loaded on the unit vehicles. The unit representative will notify the ASP vehicle inspector that his/her vehicles are ready to receive an outgoing inspection. The vehicle inspector will inspect all loads to ensure the ammunition can be safely transported.
- n. When the third count has been completed, the DA Form 3151-R will be turned over to the Customer Assistant Clerk, who will compare both DA Forms 3151-R (issuer/unit 1st/2nd out & 3rd count). If all quantities, lot numbers, and DODICs agree, the quantities and lot numbers issued as shown on the DA Forms 3151-R will be entered in block 23 and 24 on the Request For issue DA Form 581/e581. The unit representative will verify all the information and sign the DA Form 581/e581 in block 31. The ASP Operations Section representative will sign block 30. The Operation Section will provide a Turn-in document for serviceable ammunition and Residue Turn-in document.

6.9 Accountability, Storage and Records.

- a. Accountability (AR 710-2/AR 190-11/AR 15-6).
- b. Due to their value and hazardous nature, it is essential that all ammunition items are properly accounted for and that proper physical security measures are followed.
- c. Lost ammunition is a serious problem because of the hazard it represents to untrained personnel who may find it. Proper accountability, including frequent inventories, proper hand receipts on DA 5515 from requester to user, will deter theft and increase the chances of recovering lost or stolen ammunition.
- d. Due to the sensitive nature of ammunition, the need to store ammunition in unit arms room will be kept to a minimum. Commanders may request authorization to store small quantities of operational load ammunition in the units assigned arms room; the authorization will be processed through QASAS, and approved by the Safety Office. Upon a change of a new unit commander, a new authorization request will be prepared and submitted.
- e. Training ammunition is authorized to be stored in the unit area or arms room. The only authorized area for storage of training ammunition and explosives outside the ASP are the Installation Ammunition Holding Area (AHA) and the MPRC Field Ammunition Supply Point (FASP). DPTMS, Range Branch controls use FASP and provides SOPs to units using these areas. The DOL controls use of the AHA and provides SOPs to units using this area.
- f. The operation load will be stored in a locked metal Class V container of at least 22-gage steel or in the sealed pack, as received from the ASP IAW AR-190-11, Paragraph 5-8.
- g. Ammunition for privately owned weapons will be stored separately from military Class V and follow guidelines of AR 190-11, para 4-5.
- h. Arms rooms that have Class V stored will have the following fire symbols posted: one each on the front and back door of the building and one on the door of the Arms Room. This is a diamond shaped sign at least 24 inches tall. In the center a number "4", this measures at least 10 inches tall. Manufactured signs may be ordered using NSN 7690-01-081-9584. Fire symbol may vary base on the type of Ammunition being stored e.g. C440.
- i. Whenever custody of the arms keys is transferred, both parties must conduct a physical count of all Class V being stored in the arms room. Each loose round of Class V and all banded or sealed containers will be counted and recorded. This inventory will be kept for at least 30 days after the date the key custody changes.
- j. IAW AR 190-11 and AR 710-2 all operational ammunition will be inventoried on a monthly basis by someone other than the unit armor. Containers that have banding or seals need not be opened. The quantity of loose ammunition in sealed or banded

containers will be recorded on a memorandum, before banding or sealing. Lot numbers of ammunition stored in depot pack will be verified. The person conducting the inventory will sign and date the inventory form and file it in the unit files.

- k. The loss or theft of ammunition or explosives is a serious incident. If it is confirmed that ammunition is missing, immediately notify the unit commander and Provost Marshal's Office. The unit commander will conduct a preliminary investigation to determine criminal intent and identify evidence as required. FORSCOM Supplement to AR 190-11 requires a report for all (or any) ammunition lost, stolen or recovered. AR 190-11, Appendix E, determines if an investigation under AR 15-6 is required.
- (1) For losses, initiate administrative action IAW AR 735-5. A Financial Liability Investigation of Property Loss will not be used in lieu of a criminal investigation if one is warranted.
- (2) Inventories that result in ammunition overages or shortages will be handled IAW AR 710-2.

Physical security category I (CAT I) Ammunition and Explosive (A&E) will only be stored in the ASP. CAT I munitions will be requested on a separate DA Form 581/e581 from other training munitions. CAT I for each day, will be requested on a separate DA Form 581/e581. All munitions will be returned back to the ASP at the end of the day. Units will make arrangements with the ASP Contracting Officers' Representative (COR) at (785)239-4177 for overtime of contract personnel.

6.10 Files Management

- a. Signature cards (S-4, ARIMS File 710-2m). This file contains copies of current assumption of command orders and DA Forms 1687. Copies of these documents will be kept on file at the ASP. RCSD will keep copies for RC units.
- b. Document registers (S-4, ARIMS File 710-2b). Each ammunition transaction will be entered on a DA Form 2064 (Figure 9-11). The unit document number will consist of the Julian date and a number (xxxx) as assigned by the BN PBO/S4. Unit documents are three (3) year files.
- c. Authorization files, Forecast files, and Combat load files can be accessed on line in the TAMIS SYSTEM.
- d. Usage file. This file contains unit copies of all ammunition transactions. All documents relating to an ammunition transaction will be attached in the following order (retain for 1 year active, 1 year Inactive, 1 year Records Holding Area (RHA), in case RHA cannot accommodate files, unit will then retain files):
 - (1) DA Form 581/e581 for issue.
 - (2) DA Form 5515's pertaining to the issue.

- (3) DA Form 581/e581 for serviceable turn-in.
- (4) DA Form 581/e581 for unserviceable turn-in.
- (5) DA Form 581/e581 for residue turn-in.
- (6) Any DA Form 5811-R, memorandum or investigative document explaining loss of residue or ammunition will be kept in sequence according to the document number of the issue document.
- g. Stock records file (S-4, ARIMS File 710-2a). This file will consist of one DA Form 5203 for each DODIC the unit is authorized. Every issue and serviceable/unserviceable turn-in will be recorded. Serviceable turn-ins will be recorded as gains and unserviceable turn-ins as losses. The DA Form 5203 will be prepared IAW DA Pamphlet 710-2-2.

6.11 Turn-In Procedures - Live Turn-Ins Serviceable and Unserviceable.

- a. All turn-in DA Forms 581/e581 must be approved by the ASP prior to the turn-in taking place. Turn-in documents will be prepared by the ASP. The ASP will schedule a time for turn-in based on the quantity to be turned in and the ASP's scheduled workload. Turn-in appointments will be made with the ASP at the end of training and prior to date of turn-in. The unit must bring the DA Form 581/e581 for turn-in to the ASP not later than one day prior to the actual day of ammunition turn-in.
- b. Reserve component units traveling distances greater than 200 miles will receive priority over other customer units for turn-in of ammunition and/or residue.
- c. Due to the time involved in processing turn-ins, units will not be scheduled after 1500 hours. With regard to proper compatibility, items being turned in on multiple documents should be separated by vehicle.
- d. A separate <u>Unserviceable Turn-in DA Form 581/e581</u> will be prepared for each serviceable document. Live Ammunition turn-in must contain a statement that all ammunition was either expended or turned-in. Unserviceable A&E will not be credited to the unit's training account.
- e. All opened ammunition containers will be inspected by a Sergeant First Class (E7), or above, from the unit returning the items to ensure that lot numbers on the turnin documents agree with those printed on the containers, and that all ammunition components are present and properly packed prior to arriving at the ASP.
- f. Quantities of serviceable ammunition turned in will be annotated on the Serviceable Turn-in DA Form 581/e581 by the ASP.
- g. If the ASP ammunition inspectors determine that any of the ammunition being turned-in is unserviceable, the ASP will annotate the DODIC, lot number and quantity in Blocks 23 and 24 of the Unserviceable Turn-in DA Form 581/e581.

- h. ASP contractor personnel will sign the DA Form 581/e581, Block 31, as receiving the ammunition and the unit signs in Block 30 as issuing the ammunition.
- i. Ammunition returned in the original pack with seals and banding intact will not be opened to inspect the contents unless damage is suspected as a result of a visual inspection of the outer package.
- j. All opened containers must be inspected for condition IAW FORSCOM and DOD directives and regulations. <u>IT IS TO EVERYONE'S ADVANTAGE TO OPEN ONLY THAT AMOUNT OF AMMUNITION REQUIRED FOR IMMEDIATE CONSUMPTION</u>. Inspection of every round is a time consuming process.
- k. The customer unit must furnish the personnel to unload, unpack and reload inspected ammunition. The turn-in of ammunition that is in the original pack configuration and is free of dirt, oil or contamination will considerably enhance turn-in efforts.
- I. An Explosive Incidence Report (EIR) will be generated by the ASP for any items turned in without required safety devices.
 - m. Accelerated turn-in of live ammunition.
- (1) Units may expedite normal turn-in procedures if their ammunition meets the following conditions:
 - (a) All ammunition is serviceable.
 - (b) All depot seals are intact.
 - (c) All containers are accessible for inspection.
 - (d) All packaging is serviceable.

7.

- (e) No evidence of mishandling is present.
- (f) The ammunition reconciles one DA Form 581/e581 issue (no partial turnins).
- (2) If ammunition meets the above conditions, the ammunition will be inventoried and the unit escorted directly to the appropriate storage location. On the other hand, if the live ammunition includes unserviceable rounds or opened boxes/cases, then the unit will process its live ammunition turn-in through the Surveillance Section IAW normal ASP/QASAS SOP procedures.
- n. Customers must complete turn-in transactions NLT five working days after the training completion date that is annotated on the original DA Form 581/e581.

- o. Partial live ammunition turn-ins is not authorized. All ammunition on the same document will be turned in simultaneously. Consolidating turn-ins of ammunition drawn from more than one document is not authorized.
 - p. Unit personnel will ensure the following prior to turn-in:
 - (1) All fuses or detonating elements are set on safe.
 - (2) All safety devices are reinstalled in original position.
 - (3) Live ammunition has been separated from residue.
- (4) Live ammunition is repackaged in the original container. Lot number on all inner and outer packs will match and be correct for each item.
- q. Failure to comply with (1) or (2) above will result in termination of turn-in and rescheduling after ammunition has been returned to the field site and fully inspected. The unit will reschedule their turn-in with ASP operations prior to leaving the ASP. A same day turn-in will be scheduled if possible, with priority to RC units.
- r. A DA Form 581/e581 for serviceable turn-ins will be annotated with the statement below signed by a commissioned officer. Shortages will be explained in writing. Exceptions will be entered in Block 28 or on a separate sheet if additional space is required:

"The above items are a turn-in of ammunition drawn on (<u>Unit Document Number /TAMIS CONTROL Number</u>). All other items drawn on that document number were properly expended."

s. When there is no live turn-in or accountable residue, a DA Form 581/e581 is still required to clear the issue DA Form 581/e581. It will be prepared in four copies (no comeback copies required) with the following statement in the remarks Chapter, block 28:

"All items drawn on do	ocument number	have been expended."
DATE	SIGNATURE	OF RESPONSIBLE OFFICER

t. Procedures for unserviceable turn-ins are the same as for serviceable turn-ins except the DA Form 581/e581 will be annotated in block 28 as "UNSERVICEABLE". A statement as to circumstances rendering the ammunition unserviceable will be entered in available space in block 28 and signed by the responsible officer.

6.12 Residue Turn-In Policies.

- a. IAW Chapter 11, DA Pam 710-2-1, no residue will be turned-in until the turn-in live ammunition has been completed. All units will complete residue turn-in transaction within five working days after training completion.
- b. ALL residue identified by the ASP will be returned. A DA Form 581/e581 will be prepared in two copies listing NSN, nomenclature and quantities of returnable residue items. All turn-in documents will be accompanied by a copy of the original issue document.
- c. Prior to turn-in, all residue material must be 100% inspected by an NCO in the grade of E7 or above to ensure that no live ammunition or explosives are present in the residue. The inspecting NCO will sign a statement on the residue document DA Form 581 that the inspection has taken place.
- d. DA Forms 581 for residue turn-in must contain a statement that no live ammunition is among the residue material. The NCO who inspected the residue must sign the statement on the DA Form 581/e581 that the inspection has taken place. The unit conducting the turn-in is responsible for segregating all residues according to its respective issue document and DODIC. This is necessary to eliminate residue from one issue document being credited to a different issue document, which could result in a residue shortage on one of the turn-ins. Consolidating turn-ins of ammunition residue from more than one issue document is not authorized. The DA Form 581/e581 for residue turn-in will be delivered to the Customer Assistance Clerk at the time scheduled for turn-in. The ASP Checker will supervise the counting or weighing of all residue items. The unit representative must verify the count or weight of all residues. When all residue items have been counted, the residue Chapter representative will sign the DA Form 3151-R in the "Receiving Checker" block. The unit representative will sign as the issuing checker on the DA Form 3151-R. The DA Form 3151-R is the official count. Quantities will be posted to the DA Form 3151-R supplied by the Customer Assistance Clerk.
- e. If live munitions are found during a residue turn-in, the ASP will require the unit to re-screen the residue outside of the yard. If one round of live munitions is found, an Explosive Incidence Report (EIR) will be forwarded from the Government Accountable Officer, Supply Division, DOL, to the Battalion Commander concerned.
- f. If the unit feels there is a discrepancy, notify the residue checker immediately so a second count can be made.
- g. The unit returns the DA Form 3151-R to the Operations clerk. He/She enters the data from the DA Form 3151-R in the appropriate Blocks on the DA Form 581 for the turn-in. The DA Form 581 will then be given to the residue clerk for reconciliation.

6.13 Document Reconciliation.

a. In accordance with AR 710-2, paragraph 2-45d (1), units will ensure all live ammunition and residue from an issue document is turned-in within five working days after the training completion dates. Failure to do so will result in refusal to approve

ammunition issue to the unit concerned until reconciliation is completed. The battalion commander (RCS/ARNG units) may submit a letter requesting exception to policy with proper justification to the IMCOM Ammunition Manager (DPTMS for RCS/ARNG units).

- b. Units will not turn-in more ammunition or residue on one document than they originally drew on that one document. Example; a unit draws 5,000 rounds of A071 on 15 May and 2,000 rounds on 16 May. The unit must prepare two DA Forms 581/e581 for residue turn-in, one for 5,000 rounds and a second for 2,000 rounds.
- c. Training Event Category (TEC) codes will be listed on issue and turn-in documents. Correct TEC codes are listed in TAMIS.
- d. After all live ammunition and residue has been turned-in, the original issue document; a copy of any live turn-ins (serviceable or unserviceable) and a copy of DA Form 581, residue turn-in; and any DA Form 5811-R, Certificate Lost or Damage of Class V Ammunition items must be taken to the ASP residue clerk who will determine if the issue document can be reconciled. Attach a completed properly prepared FR Form 12, Ammunition Consumption Certificate, for all CAT I & II ammunition or explosives items.
- e. <u>The unit range officer will personally observe placement of charges and actual detonation, and certify the quantity of all specifically controlled training ammunition was expended</u>. Certification will be completed on FR Form 12, Ammunition Consumption Certificate (Figure 8-2).
- f. DA Forms 581/e581 for residue turn-in must contain a statement that no live ammunition is among the residue material. Live Ammunition turn-in must contain a statement that ammunition was either expended or turned-in. A DA Form 5811-R must be completed and <u>signed by the first LTC in the unit's chain of command for any residue shortages</u>. Every effort will be made by the unit to collect all residues for turn-in regardless of type of training. Missing Class V requires action under AR 190-11/NGR 190-11. An AR 15-6 investigation will be initiated when a shortage of Category I ammunition residue occurs.
- g. Training date extension may be granted by the ASP, with a copy of the approved request furnished to the respective Ammunition Manager. Request for extension must contain a statement, signed by the commander owning the UIC account, explaining why document(s) could not be cleared in the required time frame allowed under Chapter 11, DA PAM 710-2-1 and subsequently be reconciled in TAMIS.

6.14 Ammunition Found On Installation (AFOI)

a. Fort Riley has an amnesty program for recovered ammunition. AFOI may be turned-in to the ASP at the red container marked "Amnesty Box" near the entrance gate to the ASP. Ammunition will be accepted as is; no questions asked. The purpose of this program is to encourage personnel to recover AFOI before it is discovered by unauthorized persons who have not received training in handling of dangerous material.

The amnesty program is not intended as an easy way to bypass established turn-in procedures.

- b. **CAUTION**. If there are any questions as to the safety of AFOI (duds, misfires, obvious damage, etc.), commanders must ensure that the ammunition is not disturbed. Such ammunition must be safeguarded and reported to Range Branch. Range Branch will contact 84th EOD/QASAS at 239-1838/1153; non-duty hours: 239-2222 who will check the AFOI and dispose of it or release it to the unit for turn-in to the ASP.
- c. Significant quantities of AFOI should be reported to the Physical Security Officer (PMO) prior to movement. Disposition instructions will be provided by the Military Police.

6.15 Transportation of Ammunition.

Transportation Requirements.

- a. Vehicles transporting Class V, (Ammunition and Explosives (A&E)) must have four ammunition placards, one mounted on each side, one in front and one on the rear of the vehicle or on the side and rear of the trailer if one is used. Placards will be ordered through the Unit's Supply channels. If in doubt about the proper placards for your vehicle(s), contact the ASP Vehicle Inspection Office for assistance (239-4115) prior to your issue date.
- b. Units are required to furnish the placards and means by which to affixed placards to vehicle (e.g., tape, wire, rope, etc.). Placards will be applied only and always while ammunition is loaded on the vehicle.
- c. All vehicles will be equipped with two Class 10-BC rated portable fire extinguishers when transporting Class V. Fire extinguishers will be <u>FULLY</u> charged, with working gauges, and PROPERLY SEALED. Ammunition will not be loaded until fire extinguishers are available. When using tie down straps (NSN 5340-00-980-9277 or 1670-00-725-1437), vehicles are required to have the tie down anchors installed IAW TB 9-2300-280-30 and instructions in the appropriate AMC drawing to accommodate tie down straps.
- d. A driver and assistant driver are required for all vehicles transporting ammunition and explosives. Only individuals in possession of a valid military operators permit with certification (Hazardous Materials Qualification Stamp) to transport explosives will drive a vehicle transporting ammunition. Contractor. Civilian personnel hauling ammunition (Class V) will have a CDL and HAZMAT card IAW CFR 49.
- e. Once loaded, only authorized driver and assistant driver are allowed in the ammunition vehicle. Detail personnel will be transported in a separate vehicle. Privately owned vehicles are not authorized inside the ASP area (beyond Gate 2).

f. Per AR 190-11 and this SOP, units transporting Security Category I & II ammunition items require an armed escort with no less than 5 rounds. The escort will consist of a 2 person crew, one being an E-5 or above, in a separate vehicle from the items being transported. For a detailed list of CAT I & II items, contact the ASP.

6.16 Vehicle Inspections.

- a. ASP personnel will inspect all vehicles designated to transport ammunition entering or leaving the ASP. Inspections will be accomplished using DD Form 626 (Figure 2-1a). Inspectors will ensure the appropriate explosive and hazardous material placards are in place on each vehicle. Once the ASP has prepared DD Form 626, it is good for 7 days, providing the units conduct required daily preventive maintenance, checks and services (PMCS). Failure to conduct the daily PMCS will void the DD 626.
- b. For training exercises over seven days, coordination will be made with the ASP Surveillance Office for a QASAS to perform another DD Form 626 inspection. For assistance, call the Ammunition Surveillance Office (785-239-1951/9543).
- c. All vehicles transporting Class V items should be pre-inspected by unit maintenance personnel prior to dispatch to preclude rejection for deficiencies discovered during inspection at the ASP. Units will use DD Form 626, Motor Vehicle Inspection (Figure 2-1a) as a guide in the pre-inspection. Faults found during inspection by ASP Vehicle inspector will be corrected before the vehicle is permitted to enter the ASP area. Vehicles not passing the DD Form 626 inspection is the single largest factor in the length of time required to draw ammunition.
- d. All ammunition laden vehicles departing the ASP will receive a copy of Fire Fighting Instructions/Emergency Response Guide (ERG). In addition to being required by 49 CFR, this will describe the true nature of the explosives, the fire hazards, methods to be used in fighting a fire, safe distance between vehicles, and other related safety information. Fire fighting instructions will be kept in the cab of the vehicle at all times when ammunition or explosives are loaded on the vehicle.
- e. Once loaded, the vehicle will be inspected for compliance with proper load procedures, compatibility, weight limits, and blocking and bracing. Vehicles found to have shortcomings will not be permitted to depart the ASP area until deficiencies have been corrected. Units will have sufficient tie down straps and canvas to secure and cover Class V items.

6.17 Off Post Transportation of Ammunition.

a. After ASP personnel inspect all vehicles designated to transport ammunition off Fort Riley, using DD Form 626, ASP inspectors will ensure the appropriate explosives and hazardous materials placards are in place on each vehicle. ASP personnel are also responsible for preparing DD Form 836 (Shipping Paper and Emergency Response Information for Hazardous Materials Transported by Government) which certifies all vehicles transporting hazardous materials departing Fort Riley are IAW the 49 CFR. Once prepared, the DD Form 626 is good for seven days

providing units conduct daily PMCS. Failure to conduct daily PMCS voids the DD Form 626. When returning from off-post sites, the Unit will have to recertify and update the DD Form 836. The original DD Form 836 can be used provided:

- (1) Ammunition and explosives expended in training are crossed out or lined off the DA Form 836 and HAZMAT data sheets.
 - (2) Quantities are changed to reflect only the ammunition items left.
- b. To recertify, cross out the original signature in Block 6a of the DD Form 836. A graduate of the two-week Hazardous Materials Course signs the DA Form 836 stating that the load has been properly reconfigured for transportation over public highways. For training exercises over seven days, coordination will be made with the ASP Surveillance Office for a QASAS to perform another DD Form 626 inspection. For assistance, call the Ammunition Surveillance Office at 239-1952/9543.
- c. All vehicles transporting Class V items should be pre-inspected by unit maintenance personnel prior to dispatch. Units will use DD Form 626, Motor Vehicle Inspection as a guide in the pre-inspection. Deficiencies found during inspection by ASP Vehicle Inspector will be corrected before the vehicle is permitted to enter the ASP area. Vehicles not passing the DD Form 626 inspection is the single largest factor in the length of time required to draw ammunition.
- d. All ammunition laden vehicles departing Fort Riley will receive a completed copy of a DD Form 836. In addition to being required by 49 CFR, this will describe the true nature of the explosives, the fire hazards, methods to be used in fighting a fire, safe distance between vehicles, and other related safety information. The DD Form 836 will be kept in the cab of the vehicle at all times when ammunition or explosives are loaded on the vehicle.
- e. Once loaded, the vehicle will be inspected for compliance with proper load procedures, compatibility, weight limits, and blocking and bracing. Vehicles found to have deficiencies will not be permitted to depart the ASP area until deficiencies have been corrected. Units will have sufficient tie down straps and canvas to secure and cover Class V items.

6-18 Ammunition Handling.

- a. The transportation of all US Government weapons, weapons systems and ammunition in privately owned vehicles is prohibited.
- b. Except when in closed vans, the truckload must be covered with fire resistant tarpaulins or tarps painted with a fire retarding paint. When tarps are used to cover ammunition or explosives, they will be secured by means of rope, wire or tie downs. Under no circumstances will the tarps be nailed to ammunition containers.

- c. No ammunition will be transported in a passenger compartment of a vehicle except in cases involving limited quantities of small arms ammunition (no more than two full boxes with non-explosive bullets). The small arms ammunition must be in closed containers which are properly secured in the vehicle, and seats are available for all personnel. Privately owned vehicles for such purposes are prohibited, except for the ROTC and marksmanship programs when a government-owned vehicle is not available. It is permissible to transport limited quantities of HC/D 1.4 small arms ammunition in the trunk of sedan-type government-owned vehicles or in cargo compartments of government-owned van-type vehicles.
- d. Individuals are not authorized to hand carry ammunition or explosives outside of the ASP area to load their vehicle. <u>Vehicles will be inspected and driven into the ASP area for loading.</u>

6.19 Ammunition Routes.

- a. Vehicles transporting A&E will only utilize approved Ammunition Supply Routes (ASR). ASRs are used to transport A&E from the ASP and AHA to ranges and training areas. **AT NO TIME WILL** vehicles stop along ASRs to stage for any other purpose except for emergencies. The only munitions laden vehicle authorized on Custer Hill Area is vehicle transporting Operation Load (OPL) ammunition authorized for storage in the unit arms room. Vehicle transporting OPL to and from unit arms room will travel by the most direct route to the ASP and **WILL NOT** stop or stage enroute except for emergencies.
- b. Drivers of ammunition-laden vehicles encountering closed roads (i.e., due to weather conditions or construction) must return via approved route to the departure point (ASP, AHA, arms room, range) and phone the DTO for instructions. During nonduty hours, contact the Military Police. Drivers will not travel on non-approved routes under any circumstances.
- c. All Installation roads north of Vinton School Road may be used as ASRs providing the weight class of the road will support the ammunition vehicles. Tank trails may be used to transport ammunition by tracked vehicles.
- d. In accordance with FR Pamphlet 55-1, off-post movements of ammunition will be submitted to ITO, Unit Movement Office, and Building 1502 for approval. On-post movements of six or more vehicles require approval from G4/ITO Unit Movement Office (DD Form 1265). The ASP (QASAS) must be notified using DA Form 581/e581 of all shipments traveling off Fort Riley. This includes travel to and from the range using Highways 57, 77 and I-70. Ammunition requires packaging and markings IAW 49 code of Federal Regulations.

6.20 Safe Parking.

a. Safe Parking will be accorded to all US Government shipments of compatible ammunition and explosives, when requested by Military Traffic Management Command (MTMC).

- b. Responsibilities and procedures for Safe Parking are contained in Standard Operating Procedures (SOP) for Fort Riley Ammunition Holding Area (AHA) Appendix B to this external SOP.
- c. Carriers will not drop their trailer and leave the area. The next duty day the AHA SOG will call the PMO desk (785-239-4747) for a patrol car to be escorted from the AHA to the ASP.

6.21 Arrival of Shipments During Other Than Normal Working Hours.

- a. Shipments of ammunition and explosives meeting the conditions in paragraph 6—20a above and arriving during other than normal working hours, will be given Safe Parking inside the AHA. Prior approval for Safe Parking from MTMC is not required for these shipments.
- b. The carrier will be required to complete the delivery of the shipment the next duty day, or depart the installation and return during normal working hours.
- c. After duty hours, the carrier of munitions to Fort Riley will call the PMO desk (785-239-MPMP), one hour out so that the PMO can provide guidance to which gate they can use. PMO will arrange for an MP patrol car to escort the driver to the AHA for Safe Parking.

6.22 Field Operations - General.

- a. Accountability (AR 710-2/DA Pam 710-2-1). During field operations, the accountable individual will inventory their ammunition every 24 hours. If the accountable individual changes, a 100% inventory will be conducted prior to the incoming custodian signing for the ammunition. Documentation (DA Form 5515) will be maintained on all ammunition received, issued, turned-in or shipped to another person/location.
- b. Riot Control Agents. Chemical Substances (CS), in any form, will not be dispersed within 1000 meters of the military reservation boundary, public roads or built-up areas including occupied firing ranges.
- c. Range police will be conducted prior to the unit's departure. All ammunition, residue, trash and equipment will be removed by the using unit.
 - d. The Officer in Charge of a range or firing activity will ensure:
- (1) All personnel involved with live fire exercises have received a Range Safety/Operation Briefing which includes safety control measures, MEDEVAC procedures, weapons/ammunition safety and all requirements set forth in the individual range packet.
- (2) Personnel will comply with any restriction imposed on the ammunition by the QASAS/ASP and annotated in the remarks column of the DA Form 581/e581. DA

Form 3151 in the form of an Ammunition Information Notice (AIN) or Safety of Use Message (SOUM). AINs and SOUMs will be strictly followed by all units.

- (3) Ammunition is stored in its original containers until he/she is certain that it will be expended.
- (4) Dunnage is provided to keep all ammunition containers off the ground and sheltered from direct sunlight, rain or snow. Ammunition must also be ventilated as free air movement will prevent overheating.
- (5) All weapons are cleared of ammunition prior to removal from the firing line or exercise area.
- (6) All ammunition, brass, munitions and pyrotechnics are accounted for and that none are in possession of range personnel or firers.
- (7) All explosive charges, booby trap material and pyrotechnics emplaced, but not used, are removed.
- (8) Unexpended ammunition is checked prior to return to the ASP for completeness of packaging, presence of all safety devices on items removed from packaging and ammunition is compatible and secured properly in the vehicle prior to departure from the range or training area.
- e. Soldiers and vehicles will be inspected at the termination of training and prior to departure from the training area to ensure no ammunition is on their person. Guards will be inspected prior to relief at field locations. Personnel turning in ammunition or residue to the ASP will be inspected by the unit OIC/NCOIC prior to departing the ASP.
- f. The Ammunition Holding Areas, the MPRC-FASP located at PU922304 and the DOL-AHA located at PU91703065 are the only areas on Fort Riley for temporary storage of ammunition.

6.23 Safety.

The destructive nature of ammunition demands constant awareness on the part of those who use it. Carelessness causes destructive and possibly fatal accidents. Carelessness can also result in training failure because of loss of ammunition, equipment or personnel.

- a. **Safety is a command responsibility.** Commanders must take the same active and aggressive leadership attitude toward safety that he/she takes in other aspects of command responsibilities.
- b. Personnel charged with responsibilities for ammunition must be continuously impressed with the fact that their safety, as well as that of others, depends on the care they use in the performance of their duties.

- c. Ammunition storage hazards include fire, explosion, fragmentation and contamination.
- d. Unsafe practices will be corrected immediately upon discovery. Before beginning each new operation, personnel should be thoroughly briefed on the proper handling and use of ammunition, including simulators, signal devices, smoke devices, and other pyrotechnics.
- e. Loading and unloading ammunition can become a hazard if not performed with the proper supervision. Ammunition in cans, boxes or containers will not be thrown, dragged or mishandled in any way.
- f. Safety must be observed at all times when handling ammunition. Vehicle hand brakes must be set, wheels chocked, ignition off and transmission in neutral prior to loading/off-loading a vehicle.
- g. All ammunition and explosives are assigned an appropriate compatibility group for storage and transportation. Ammunition and explosives will not be stored with incompatible ammunition or different materials or items which present positive hazards to the munitions. Ammunition will not be stored or placed beside flammable or combustible materials, acids or corrosives.
- h. Commanders will ensure that custody of Ammunition and Explosives are fixed to responsible individuals at all times. Discrepancies in accountability will be reported immediately to the commander. When a discrepancy is identified, a shakedown and search will be conducted of all applicable personnel in the area by personnel designated by the commander. If it is confirmed that A&E is missing, immediately notify the higher level of command and the Provost Marshal's office by calling the MP desk (239-6767/3052/3054). A preliminary investigation will be conducted by the unit commander IAW para 6-9k of this SOP. He/She will also accomplish all other requirements specified in FORSCOM Supplement to AR 735-11 and AR 190-11, Appendix E.
- i. Ammunition will remain sealed in its containers until just prior to expenditure to prevent damage, loss of accountability, and to identify any attempts of tampering. Do not break out bulk small arms ammunition until necessary.
- j. Unserviceable ammunition: Unserviceable ammunition will not be expended. The following are example of unserviceable ammunition which must be returned to the ASP:
 - (1) Lost lot identification.
 - (2) Suspended.
 - (3) De-linked. (Re-Link Ammunition will warrant a 15-6 investigation with a copy forward to FORSCOM and JMC)

- (4) Altered. (Altered ammunition will warrant a 15-6 investigation with a copy forward to G4/FORSCOM and JMC)
- (5) Corroded.
- (6) Previously cycled.
- k. Storage of Missiles and Rockets: Missiles and rockets will be stored and/or stacked with the nose end facing away from personnel, built-up areas, fuel points, etc.
- I. Proper equipment to open ammunition containers: The only equipment authorized for opening an ammunition container is in the line of pliers, band cutters and, in some cases, a screwdriver. All other items are considered to be dangerous and should not be used. AXES can be very hazardous to personnel and equipment in the area. Think safety when opening ammunition containers. Avoid flying sparks created from metal-to-metal contact by using plastic or wooden objects to open ammunition containers.
- m. All residue material must be 100% inspected and accounted for prior to a turn-in. Units must segregate live ammunition from residue prior to turn-in to the ASP. All ammunition residues, packing material, boxes (metal, wood, or cardboard), fiber tubes and anything that does not go down range or is not consumed during functioning of the item will be turned in to the ASP. These items will be sorted by ASP personnel for serviceable material used during turn-in. Unit will be required to dispose of items after sorted by ASP personnel.
- n. Blank ammunition will not be fired at personnel at distances less than 25 meters. Each round of blank ammunition will be inspected before use to assure that each round is blank ammunition that the ammunition has not been altered or tampered with in any way and that grenade cartridges are not being used as blank ammunition. Use of blank ammunition in hand-to-hand training is prohibited.
- o. Unused propellant increments will be destroyed by burning in a safe manner. The area used for burning will be at least 100 meters from personnel or equipment, will have a cleared strip of at least five meters on all sides of the burn and not be overhung by branches. The propellant will be laid out in a train not to exceed two feet wide, 25 feet long, and one increment deep and shall be laid in the direction the wind is blowing. The propellant increments will be ignited from the downwind side using a train of powder from a propellant increment, approximately 25 feet long. A non-sparking instrument will be used to open the powder increment. In no case will gasoline, diesel fuel or kerosene be used to aid ignition or burning. Required minimum firefighting equipment is 10 gallons of water, one shovel, one fire beater and sufficient personnel to man the equipment.
- p. **Belt-fed ammunition** <u>will not be linked/re-linked</u>. Delinking of Small Arms Ammunition .50 Caliber and below for the purpose of adjusting belt length for training/ qualification is permissible (See QASAS for applicable Ammunition Information Notice(s) (AIN) Primers must be protected at all times.

- q. Each vehicle transporting security category I or II ammunition (as defined in AR 190-11) will have, as a minimum, the following:
 - (1) A two-man crew.
 - (2) At least one person of the crew must be a SGT or above.
- (3) The senior person of the crew will be armed with his/her assigned weapon and carry no less than 5 rounds.

6.24 Missile Fired Reports.

- a. The requirement for missile reporting is outlined in AR 702-5. This regulation requires fired data reports from all units expending missiles.
- b. It is the sole responsibility of the using unit(s) to ensure missile fired reports are accurately prepared and mailed to Commander, US Army Missile Command, ATTN: AMSAM-QA-RA, Redstone Arsenal, AL 35898-5290, within three days of expenditure.
- c. Requests for missiles will be submitted on a separate DA Form 581/e581 prior to issue from the ASP.

6.25 Ammunition Accident and/or Malfunctions.

- a. Accident, incident and/or malfunctions for specific types of ammunition are defined as:
- (1) <u>Accident</u>: An unintentional or chance event resulting in property damage or injury to personnel. In regards to ammunition and explosives, this specifically includes the suspected or detected presence of unexploded explosive ordnance that constitutes a hazard to operations, installations, personnel, or material.
- (2) <u>Incident</u>: An unintentional or chance event considered likely to result in property damage or injury to personnel. In regards to ammunition and explosives, this specifically includes the suspected or detected presence of unexploded explosive ordnance that constitutes a hazard to operations, installations, personnel, or material.
- (3) <u>Malfunction</u>: Failure of an ammunition item to function as expected when fired or launched or when explosive items function under conditions that should not cause functioning:
- (a) Malfunctions include hangfires, misfires, duds, abnormal functioning, and premature functioning of explosive ammunition items under normal handling, maintenance, storage, transportation, and tactical deployment.

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- (b) Malfunctions do not include accidents or incidents that result solely from negligence, malpractice, or situations such as vehicle accidents or fires.
- (c) Malfunctions are divided into three Classes; Class A, Class B, and Class C.
- (1) <u>Class A</u>: Malfunctions that result in death or lost-time injury, are similar to previous malfunctions that have resulted in death or lost-time injury, are judged as having had an appreciable probability of causing death or lost time injury, or that has adverse political implications.
- (2) <u>Class B</u>: Malfunctions that result in damage to major equipment that cannot be repaired at the unit level of maintenance or that result in an ammunition suspension that significantly impacts readiness or training.
 - (3) Class C: Malfunctions that are neither Class A nor Class B.
- b. When a malfunction/accident/incident involving ammunition occurs, the following actions will be taken:
- (1) Firing will be immediately suspended until the ammunition is cleared by a Quality Assurance Specialist Ammunition Surveillance (QASAS).
- (2) The individual in charge will immediately report the following to Range Branch:
 - (a) Type of malfunction (e.g., in-bore premature).
 - (b) Weapon involved.
 - (c) Type ammunition involved (e.g., 40mm TP-B519).
 - (d) Lot number of ammunition involved (e.g., MA79EOU1-042).
 - (e) Quantity of the DODIC and lot on hand.
 - (f) Time of occurrence.
 - (g) The suspect cause of the malfunction (i.e., the weapon, the ammunition, or unknown).
- (3) Range Branch will immediately forward a copy of the Accident/Incident Report to DPTMS. Range Branch will notify the QASAS LAR, EOD, and Logistical Assistance Office (LAO). Safety Division will be notified of all accidents (not malfunctions) for appropriate response. The FROC has Safety POCs for after duty hours.

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- (4) The senior officer or noncommissioned officer present will ensure that all weapons, equipment, ammunition and other associated materials at the site involved, to include fire direction records, are not disturbed or removed until a proper investigation has been conducted and the items have been released by the QASAS through coordination with Range Branch.
- b. Preliminary reports. All ammunition system malfunctions will be reported IAW AR 75-1. The unit will submit DA Form 4379-R or 4379-1-R. Ammunition Malfunction Report, or 4379-1-R, Missile and Rocket Malfunction Report. The QASAS will forward the preliminary report to the Joint Munitions Command.
- c. Detailed report. QASAS will complete a detailed report IAW AR 75-1. Following the investigation, a detailed written report will also be prepared by the responsible unit commander submitted to G3 and DPTMS and QASAS through Range Branch, within 7 working days.
- d. Technical assistance in the preparation/completion of reports can be obtained by contacting the QASAS (239-9543/9219) or the Ammunition LAR at 240-0400.

6.26 Dud.

A dud is a round that has gone down range and failed to function. Duds are not safe! In many cases, even the slightest movement may cause the ammunition to explode as designed. Due to the chemical properties of explosives, duds that have been exposed to the weather for an extend time are much more likely to function than the same type of round stored in the proper manner. All personnel going to a range or training will be given a briefing that will include the hazards of duds and the proper way to dispose of them. No person, other than a qualified technical expert, will touch or handle a dud. These experts are assigned to the 84th Explosive Ordnance Battalion, 239-1153/4283. The QASAS will also be notified. Personnel that locate duds in the field will report by radio, or the quickest means possible, the following information to Range Branch: Range Branch will in-turn/forward all information to QASAS:

- a. Grid coordinates of dud.
- b. Location by terrain feature.
- c. Method used to mark dud.
- d. Type and caliber of dud.
- e. Number of duds.
- f. Name, rank and unit of person making the TAMIS DUD report.

6.27 Combat and Sustainment Loads, Operational Project Stocks and Operational Loads of Ammunition.

a. Ammunition Combat and Sustainment Loads. All active, ARNG and Army Reserves units assigned to Fort Riley for Mobilization Deployment are required to update/validate their Ammunition Combat and Sustainment Loads/Operational Load requirements annually through TAMIS.

b. Unit Combat and Sustainment Loads

- (1) The unit Combat and Sustainment Loads are intended to sustain that unit until re-supply can be established in the theater of operation. Combat and Sustainment load ammunition is divided into To Accompany Troops (TAT) and Not To Accompany Troops (NON-TAT). To Accompany Troops (TAT) ammunition will be stored and maintained at the Fort Riley ASP. NON-TAT will be stored at a location predetermined by the Joint Munitions Command (JMC).
- (2) Combat and Sustainment authorizations per weapons systems and/or unit. Authorizations are fully automated in the TAMIS Requirements Module.
- (3) During actual deployment, the TAT ammunition, when approved by G4/FORSCOM, may be drawn by companies/Detachments and transported to the departure airfield by the ASP. Flight commanders will sign/draw this ammunition from the ASP once flight manifests have been finalized. This ammunition will be loaded into the cargo hold of the departing aircraft. It will not be distributed to the soldiers while in CONUS or while in flight. PBO will account for all ammunition and report all assets thru CBS-X.
- (4) It is the individual unit's responsibility to ensure that unit Combat and Sustainment Load documents are reviewed and updated annually (especially if there are any MTOE changes). The unit then submits its documents through appropriate channels for verification and approval. The approving authorities will then submit TAT requirements to the ASP.
- (5) The respective Fort Riley Ammunition Managers will verify and approve Combat and Sustainment load documents for all active units (divisional and non-divisional) assigned to Fort Riley. The US Army Reserves G4 and the National Guard Bureau G4 have the same responsibility for all reviewing and approving units Combat Load.
- (6) Upon completion of the validation process. Units will maintain their copies of the DA Forms 581/e581 in the unit movement plan along with load plans designating unit organic vehicles that will be used to transport TAT and NON-TAT ABL.

(7) Units will prepare load plans for vehicles they deploy with and/or draw from the CEGE sites. Knowing exactly which trucks will carry designated loads of ammunition saves time in up-loading the basic load when the need arises.

6.28 Operational Loads.

a. General. Operational loads consist of guard and ceremonial ammunition used on a recurring basis. It also includes ammunition required by the military police or the Criminal Investigation Division (CID) to perform their daily duties. Generally speaking, operational loads are not expected to be expended (guard/security ammunition) and require formal accountability on a property book (AR 710-2) and are reported under CBS-X. This is distinguished from a unique category of operational load known as mission loads, which are expected to be expended. Common mission loads include salute rounds and ammunition for funeral details. OPL will be forecast and requested through TAMIS.

b. Operational loads (OPL).

- (1) Requests for Operational Munitions. Units will submit an e581 using a Mission Event Code (MEC) of either Operational Load Likely (OPL) to be consumed or Operational Load Not (OPN) likely to be consumed. Units will draw ammunition from the servicing ASP using the same criteria as for training ammunition; however, once the unit has signed for the ammunition it will be added to the unit property book until the requirement no longer exists. Inventories will be conducted in accordance with DA PAM 710-2-1, Chapter 9. Units will turn-in required residue and live ammunition upon completion of the requirement and use the completed turn-in documents to remove the ammunition from the unit property book.
- (2) Due to the sensitive nature of ammunition, these operational loads will be kept to a minimum. Total quantity will not exceed 100 rounds and can consist of any combination of 5.56mm or 9mm. The only exceptions will be MP units and CID, or aviation units when aircraft peculiar items (CADS&PADS) are required. Exceptions must be approved by the G4.
- (3) Formal accountable records are required for operational load ammunition. The Installation Consolidated Property Book Officer (ICPBO) will provide the document number for DA 581/e581 and transfer accountability to the unit commander using a DA Form 2062 or automated hand receipt. The hand receipt will be updated every 6 months or upon change of personnel. AR 735-5 procedures will be utilized to adjust the property book if the ammunition is expended.
- (4) Operational loads will be inventoried IAW the Arms Room SOP, AR 710-2 and DA Pam 710-2-1. Additionally, the ammunition will be inventoried monthly (as a sensitive item) by the unit commander and will be placed on change of command checklists.

- (5) The ammunition will be stored in a locked metal Class V container that is at least 22-gauge steel.
- (6) Rotation of operational load stock will be based on the annual arms room inspection conducted by QASAS personnel.
- (7) Operational loads will be validated by the MACOM IAM on 31 December of each year. The unit must bring in the old DA Form 581/e581 and replace it with a new DA Form 581/e581 that has applicable signatures IAW current signature cards (DA Forms 1687) on file at the ASP. The old account will be closed and new document numbers assigned.
- (8) Operational Loads required for mission Support or MISSION LOADS are expected not to be expended on a regular basis and are issued on DA 581/e581 using ICPBO document numbers. Accountability and reconciliation will be as done by the end of each FY.
- (9) Salute Battery for change of command or other short-term details will draw blank ammunition and reconcile with the ASP upon completion of each mission.
- (10) Post Flag Details can draw ammunition for up to 90 days and reconcile with the ASP upon completion of mission. These details can re-supply prior expenditure of all ammunition.
- (11) Funeral Detail ammunition will be drawn by HHC element and issued to details on an as needed basis to conduct training or actual details. The Blank Ammunition will be accounted for on DA 5515. The HHC element may request and draw up to 1140 rounds for a ninety-day period. This ammunition will be turned in when no longer required or within 90 days.
- (12) Mission Loads for Explosive Ordnance Disposal (EOD) support will be drawn on DA 581/e581 and accounted for using Property Book Procedures. This ammunition will be reconciled on an annual basis or when re-supply is required. Resupply will be forecast and submitted to G4/FORSCOM for approval. When forecast is approved, unit will input request through TAMIS NLT 90 days of required date.
- (13) At no time will Training Ammunition and Combat and Sustainment load will be issued as OPL unless cleared by G3/FORSCOM and G4/FORSCOM.

TRAINING AMMUNITION (15		AMENT NO		2. PAGE	3 DOCUMENT		-
For use of this form, see AR 710-2, the	proponent agency is DCSU	og		WK	4ABC-9121-00	09-A	1. , 1	AA5515	000 000 0	27
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1 CTG, 5.56mm ball, N193 H557	I.C. 10-05	420	10 launc	_						-
2 Rocket, HE, 66mm, M77A7	12345678	10	10 block							
LAST ITEM					1					1
	-									
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5 ISSUED BY	18. RECEMED BY			31	SSUED BY			22 RECEMED	Br	
Kenneth Wright, SFC, S-4	Bob Jones, S	SSG, A B	rty	L						
7 TURNED-M BY	18. RECEMED BY			ľ	TURNED IN BY			34 AECEMED	BY	
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U soued ammunition was account for - 2% VERN other sepanded or furnación	PED BY		216 DATE		issued ammunition we her expended or furni		37. VERIFICO	B*		376 DATE
The above residue fiems are ment and 274 MSP leve been 100 percent inspected and onlain no live A&E.	ECTED BY		22b. DATE	The No.	above resolve dame to been 100 garcent dam no live A&C	mopected and	384. RISPECT	(D BY		MP DATE
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Figure 1-1 Sample of a DA Form 5515 (sub-issue)

Legend for Figure 1-1:

Completion instructions by column or block for DA Form 5515 when used as a sub-issue

- (1) Document Number The activity that draws the ammunition from the ASP on DA Form 581 (for example a battalion S-4, or the supply activity in a non-divisional company) enters a document number from the expendable document register. Each subsequent issuer uses the same document number when preparing DA Forms 5515 to further issue the training ammunition. Enter document number obtained from issue 581. Issuing authority will add an alpha suffix code to document number for each sub-issue.
- **(2) Pages** Enter total number of DA Forms 5515 (Training Ammunition Control Document) and DA Forms 5515-1 (Continuation Sheet) with this document number.
- (3) N/A

Section A

- **(4) From** Enter the name, address of the sub-issuing activity.
- (5) To Enter sub-receiving activity name and address.
- (6) Date Issued Enter the calendar sub-issue date.
- (7) Date Turned In Leave blank.
- (8) Item Enter the item number.
- (9) DODIC/Nomenclature Enter the DOD Identification Code DODIC and the item

nomenclature. Enter the words "Last Item" after last entry.

- (10) Lot/Serial Number Enter the Lot Number. Also serial number for each item if item has a serial number.
- (11) Qty Issued Enter the quantity issued.
- (12) Qty Residue Required Enter nomenclature and amount of residue required to be returned. (Residue return requirements are shown in table J).
- (13) Qty Residue Turned In Leave blank.
- (14) Qty Live Turned In Leave blank.
- (15) Issued By The individual making the sub-issue will sign payroll signature this block.
- (16) Received By The individual receiving the sub-issue will sign their payroll signature in this block.
- (17-18) Leave blank.
- (19) Briefed By and Date Complete this block when ammunition is sub-issued or issued for consumption. Individual conducting the briefing will sign his or her payroll signature and enter the calendar date of the briefing.
- (20-22) Leave blank. Section B
- (23-38) Leave blank.
- (39) Remarks Enter all related document serial numbers.

Figure 1-2 Sample of a DA Form 5515 (with sub-Issue)

	TRAINING AMMUN					1. 000	DUMENT NO		2 PAGE	3 DOCUMEN	T SERIAL NO			
	For one of this form, see a		proponent agency is DCSU	06		WK4	ABC-9121-0009	-A-L	1 or 1 AA5515 000 000 027					
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erum at	en-en request, soliders told to AME and residue upon request a do so puneñeble under UCAU.	Ma. BRET	ED 6V		206 DAT		oon turn-in request, s turn all ASE and residu Hure to do so punehab	oldiers fold to e upon reques le under UCAL)	Ma BACFO		*	D DATE		
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	RM 5515, AUG 89						e is obsolete				Copy	, 1		

Legend for Figure 1-2:

Completion instructions by column or block for DA Form 5515 when used as a sub-issue

- (1) **Document Number** Previously Completed.
- (2) Pages
- (3) N/A

Section A

- (4) From Previously Completed.
- **(5) To** Previously Completed.
- (6) Date Issued Previously Completed.
- (7) Date Turned In Leave blank.
- (8) Item Previously Completed.
- (9) DODIC/Nomenclature Previously Completed.
- (10) Lot/Serial Number Previously Completed.
- (11) Qty Issued Previously Completed.
- (12) Qty Residue Required Previously Completed.

- (13) Qty Residue Turned In Leave blank.
- (14) Qty Live Turned In Leave blank.
- (15) Issued By Previously Completed.
- (16) Received By Previously Completed.
- (17-18) Leave blank.
- (19) Briefed By and Date Previously Completed.
- (20-22) Leave blank.

Section B

- (23) From Enter secondary sub-issuing name and address.
- (24) To Enter secondary sub-receiving activity name and address.
- (25) Date Issued Enter calendar date of unit sub-issue.
- (26) Date Turned In Leave blank.
- (27) Qty Issued Enter quantity issued.
- (28) Qty Residue Required Enter nomenclature and amount required to be returned.
- (29) Qty Residue Turned In Leave blank.
- (30) Qty Live Turned In Leave blank.
- (31) Issue By Individual making secondary sub-issue will sign their payroll signature in this block.
- (32) Received By The individual receiving secondary sub-issue will sign their payroll signature in this block.
- (33) Turned In By Leave blank.
- (34) Received By Leave blank.
- (35) Briefed By & Date Complete this block when ammunition is further sub-issued or issued for consumption. Individual conducting the briefing will sign his/her payroll signature and enter the calendar date of the briefing.
- (36) Briefed By & Date Leave blank.
- (37) Verified By & Date Leave blank.
- (38) Inspected By and Date Leave blank.
- (39) Remarks Enter all related document serial numbers.

Figure 1-3. Sample of a DA Form 5515 (sub-turn-in)

	TRAINING AMMUN	ITION C	CONTROL DOC	UMENT		1. 00	COUNTRY NO.		2 PÁSE	3. DOCUMEN	IT SERIAL NO	
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1 2	A071 CTG, 5.56mm hall, H557 Socket, HE, 66mm		LC 10-05	950	10 launche		-	TURNED-IN	350	10 launcher	3.4 lbs 10 launcher 10 blocks	100
	LAST ITEM									710183	IV DIVERS	
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eturn all Failure Id	m-in request solders told to AME and residue upon request do so oursnable under UCM.)	204 BARF		-	206 DA	,	Upon turn-in request, si wturn at ASE and residu failure to do so punishabi	e upon request le under UCMU	Ken Gil	bbone, SSC.	Sec Sgt	DATE S. Jun
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contain n	in residue tems are inert and in 100 percent inspected and in live A&E	22a MSPE	CTED BY		226 DA1	1 1	The above residue items teve been 100 percent contain no live A&E.			bbons, SSG,		5 Jun
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Legend for Figure 1-3:

Completion instructions by column or block for DA Form 5515 when used as a secondary sub-turn-in

- (1) Document Number Previously Completed.
- (2) Pages
- (3) N/A Section A
- (4) From Previously Completed.
- (5) To Previously Completed.
- (6) Date Issued Previously Completed.
- (7) Date Turned In Leave blank.
- (8) Item Previously Completed.
- (9) DODIC/Nomenclature Previously Completed.
- (10) Lot/Serial Number Previously Completed.
- (11) Qty Issued Previously Completed.
- (12) Qty Residue Required Previously Completed.
- (13) Qty Residue Turned In Leave blank.

- (14) Qty Live Turned In Leave blank.
- (15) Issued By Previously Completed.
- (16) Received By Previously Completed.
- (17-18) Leave blank.
- (19) Briefed By and Date Previously Completed.
- (20-22) Leave blank.

Section B

- (23) From Previously completed.
- (24) To Previously completed.
- (25) Date Issued Previously completed.
- (26) Date Turned In Enter calendar date of secondary sub-turn-in.
- (27) Qty Issued Previously completed.
- (28) Qty Residue Required Previously completed.
- **(29) Qty Residue Turned In** Enter the quantity of residue items returned. For those items noted in table J, quantities returned must balance with the quantity issued. Items being returned to the ASP not requiring reconciliation, such as small arms brass, may be turned in by weight rather than quantity.
- (30) Qty Live Turned In Enter quantity of ammunition turned in.
- (31) Issue By Previously completed.
- (32) Received By Previously completed.
- (33) Turned In By Individual making secondary sub turn-in will sign their payroll signature in this block.
- **(34) Received By** Individual receiving secondary sub-turn-in will sign their payroll signature in this block.
- (35) Briefed By & Date Previously completed.
- (36) Briefed By & Date Individual conducting post exercise ammunition accountability briefing will sign their payroll signature and calendar date.
- (37) Verified By & Date Individual certifying that all ammunition was expended or turn in will sign their payroll signature and calendar date.
- (38) Inspected By and Date Individual responsible for inspecting the residue items to ensure they contain no live rounds, live primers, explosives or other dangerous materiel, will sign their payroll signature and calendar date.
- (39) Remarks Enter all related document serial numbers. Use the same DA Form 5515 to turn in ammunition and residue that was used to issue the ammunition.

Figure 2-1a. Sample of a completed DD Form 626

MOTOR VEH	ICLE IN	SPEC	CTION (TRANS	SPORTING	G HA	ZAR	DOU	S M	ATER	ALS)	
This form applies to Class 1.1, 1.2, 1.3			Instructions before zerd Poisons and	1. GOVER	NME	NT BIL		LADIA	IG/		
Radioactive Label III Hazardous Material				TCR N	UMBE	R					
SECTION 1 - DOCUMENTATION		1	OR	GIN						ESTINATION b.	
2. CARRIER/GOVERNMENT ORGANIZA	TION	1.	-505th Az	cty Bn							
3. DATE OF INSPECTION		1	July 97							_	
4. TIME OF INSPECTION											
5. LOCATION OF INSPECTION		_	009 -505th Art	by Pn	_		-	_			
6. OPERATOR(S) NAME(S)							-				
7. OPERATOR(S) LICENSE NUMBER(S)			PL Walker, SA# 0748-8				10				
8. MEDICAL EXAMINER'S CERTIFICAT	E•	-		7,0011		-	۳				
9. (X if satisfactory at origin)	_	l N	/A		-	_	L			VSA DECAL DISPL	AYED ON
a. MILITARY HAZ/MAT CERTIFICATION	N x	d. E	ERG OR EQUIVALE	ENT						OMMERCIAL QUIPMENT*	YES NO
b. VALID LEASE*		e. D	DRIVER'S VEHICLE	E INSPECTIO	N RE	PORT	•	x	a. 1	RUCK/TRACTOR	x
c. ROUTE PLAN		1. C	OPY OF 49 CFR P	ART 397					b. 1	RAILER	х
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All items shall be checked on empty 11. TYPE OF VEHICLE(S)	equipm	ent pri	ior to loading. Her	12. VEHIC				necke	on a	II incoming loaded	equipment.
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b. HORN OPERATIVE X	_	_	I. BRAKE SYST		×	-	_				
c. STEERING SYSTEM X	_	 	m. SUSPENSION		x						
d. WINDSHIELD/WIPERS X	_		n. COUPLING D	EVICES	×			_			
e. MIRRORS X			o. CARGO SPA	CE	×						
f. WARNING EQUIPMENT X		\vdash	p. LANDING GE	AR*	×						
g. FIRE EXTINGUISHER* X			q. TIRES, WHEE	LS, RIMS	×						
h. ELECTRICAL WIRING* X			r. TAILGATE/DO	oors*	×						
i. LIGHTS AND REFLECTORS X			s. TARPAULIN*	•	х						
j. FUEL SYSTEM* X			1. OTHER (Spec	ify)							
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(achin	1		-								
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loaded equipment.	ugurrern	avera or	nan be checked on	an arcorran	,			SAT		(3)	
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19. LOAD PROPERLY SECURED TO PRE											
20. SEALS APPLIED TO CLOSED VEHIC	LE; TARI	AULI	N APPLIED ON OP	EN EQUIPM	ENT						
21. PROPER PLACARDS APPLIED											
22. SHIPPING PAPERS/DD FORM 836 F	OR GOV	ERNM	ENT VEHICLE SHI	PMENTS							
23. COPY OF DD FORM 626 FOR DRIVE											
24. SHIPPED UNDER DOT EXEMPTION 8	368										
26. INSPECTOR SIGNATURE (Origin)			,	26. DRIVE	R(S)	SIGNA	TURE	(Orig	in)		
27. INSPECTOR SIGNATURE (Destination	n)			28. DRIVE	R(S)	SIGNA	TURE	(Des	tination	ol	
DD FORM 626, OCT 95		PRE	EVIOUS EDITION I	S OBSOLET	F.					Page 1	of 3 Pages

Figure 2-1b. Sample of a completed DD Form 626--Continued

INSTRUCTIONS

SECTION I - DOCUMENTATION

General Instructions.

All items (2 through 10) will be checked at origin prior to loading. Items with an asterisk (*) apply to commorcial operators or equipment only. Only Items 2 through 8 are required to be checked at destination.

Items 1 through 6. Self explanatory.

Item 7. Enter operator's Commercial Driver's License (CDL) number or Military License Number. CDL must have Hazardous Materials Endorsement.

Item 8. *Enter the expiration date listed on the Medical Examiner's Certificate.

Item 9.a. APPLIES TO MILITARY OPERATORS ONLY. Military Hazardous Materials Certification. In accordance with applicable service regulations, ensure operator has been certified to transport hazardous materials.

- b. *Valid Lease. Shipper will ensure a copy of the appropriate contract of lease is carried in all leased vehicles and is available for inspection. (Defense Traffic Management Regulation requirement.)
- c. Route Plan. Prior to loading any Hazard Class/Division 1.1, 1.2, or 1.3 (Explosives) for shipment, ensure that the operator possesses a written route plan in accordance with 49 CFR Part 397. Route Plan requirements for Hazard Class 7 (Radioactive) materials are found in 49 CFR 177.325.
- d. Ernergency Response Guidebook (ERG) or Equivalent. Commercial operators must be in possession of an ERG or equivalent document. Shipper will provide applicable ERG page(s) to military operators.
- e. *Driver's Vehicle Inspection Report. Review the operator's Vehicle Inspection Report. Ensure that there are no defects listed on the report that would affect the safe operation of the vehicle.
- f. Copy of 49 CFR Part 397. Operators are required by regulation to have in their possession a copy of 49 CFR Part 397 (Hazardous Materials Driving and Parking Rules). If military operators do not possess this document, shipper may provide a copy to operator.
- Item 10. *Commercial Vehicle Safety Alliance (CVSA) Decal.
 Check to see if equipment has a current CVSA decal and mark applicable box.

SECTION II - MECHANICAL INSPECTION

General Instructions.

All items (13.a. through 13.t.) will be checked on all incoming empty equipment prior to loading. All UNSATISFACTORY conditions must be corrected prior to loading. Items with an asterisk (*) shall be checked on all incoming loaded equipment. Unsatisfactory conditions that would affect the safe off-loading of the equipment must be corrected prior to unloading.

SECTION II (Continued)

Item 13.a. Spare Electrical Fuses. Check to ensure that at least one spare fuse for each type of installed fuse is carried on the vehicle as a spare or vehicle is equipped with an overload protection device (circuit breaker). (49 CFR 393.95)

- b. Horn Operative. Ensure that horn is securely mounted and of sufficient volume to serve purpose. (49 CFR 393.81)
- c. Steering System. The steering wheel shall be secure and must not have any spokes cracked through or missing. The steering column must be securely fastened. Universal joints shall not be worn, faulty or repaired by welding. The steering gear box shall not have loose or missing mounting bolts or cracks in the gear box mounting brackets. The pitmen arm on the steering gear output shaft shall not be loose. Steering wheel shall turn freely through the limit of travel in both directions. All components of a power steering system must be in operating condition. No parts shall be loose or broken. Belts shall not be frayed, cracked or slipping. The power steering system shall not be leaking. (49 CFR 396 Appendix G)
- d. Windshield/Wipers. Inspect to ensure that windshield is free from breaks, cracks or defects that would make operation of the vehicle unsafe; that the view of the driver is not obscured and that the windshield wipers are operational and wiper blades are in serviceable condition. Defroster must be operative when conditions require. (49 CFR 393.60, 393.78 and 393.79)
- Mirrors. Every vehicle must be equipped with two rear vision mirrors located so as to reflect to the driver a view of the highway to the rear along both sides of the vehicle. Mirrors shall not be cracked or dirty. (49 CFR 393.80)
- Warning Equipment. Equipment must include three bidirectional emergency reflective triangles that conform to the requirements of FMVSS No. 125. FLAME PRODUCING DEVICES ARE PROHIBITED. (49 CFR 393.95)
- g. Fire Extinguisher. Military vehicles must be equipped with two serviceable fire extinguishers with an Underwriters Laboratories rating of 10 BC or more. (Commercial motor vehicles must be equipped with one serviceable 10 BC Fire Extinguisher). Fire extinguisher(s) must be located so that it is readily accessible for use and securely mounted on the vehicle. The fire extinguisher must be designed, constructed and maintained to permit visual determination of whether it is fully charged. (49 CFR 393.95)
- h. Electrical Wiring: Electrical wiring must be clean and properly secured. Insulation must not be frayed, cracked or otherwise in poor condition. There shall be no uninsulated wires, improper splices or connections. Wires and electrical fixtures inside the cargo area must be protected from the lading. (49 CFR 393.28, 393.32, 393.33)

DD FORM 626, OCT 95

Page 2 of 3 Pages

Figure 3. Sample of a completed DA Form 1687.

NOTICE OF DELEGAT For use of this form, se	ION OF to DA PAM	AUTHORITY - RE 710-2-1. The proponen	CEIPT FOI	R SUPPLIES CSLOG.	19 Oct 1997
		AUTHORIZED R	EPRESENTAT	TIVE(S)	
ORGANIZATION RECEIVING SUPPLIES 223rd Aviation Battalion			Fort Ruck	er, AL	-
LAST NAME-FIRST NAME-MIDDLE INIT	TIAL	SOCIAL SECURITY NUMBER	AUTHORITY REQ REG	SIGNA	TURE AND INITIALS
ETS: INDEF Bryan C. Christopher	CW4	1 /		ES Buon C. C.	harfila
ETS: 27 Jun 2004 Kourtney C. Chanel	MSG	\vee	NO Y	ES Counts. C	Clark
xxxxxxxxxNOT USEDxxxxxxxxxx	xxxxx			7	
AUTHOR	ZATION E	BY RESPONSIBLE SUF	PLY OFFICE	R OR ACCOUNTABLE OFF	ICER
THE UNDERSIGNED HER THE AUTHORITY TO: request and to		Class 5 supplies.	WITHDRAWS	S FROM THE PERSON(S) LI	ISTED ABOVE,
REMARKS ASP#4 Ft. Lee VA Author	orized rep	presentatives listed a	ibove have p	passed security screening	g required by AR 190-11".
		I ASSUME FULI	. RESPONSIB	ILITY	
UNIT IDENTIFICATION CODE WA6HA	A		DODAAC/ACC	OUNT NUMBER WK4A	KC ,
LAST NAME-FIRST NAME-MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION D	ATE SIGNATURE	
Timothy L. McManus	LTC	(804) 734-4592	18 Oct 19	98 - Tun (Marlance
DA FORM 1687, JAN 82		EDITION OF DEC	57 IS OBSOLE	TE.	USAPPC V1.00

Legend for Figure 3:

Completion instructions by block number for DA Form 1687 when used to request class 5 items

- (1) Date Enter the calendar date the form is prepared.
- **(2) Organization Receiving Supplies** Enter the name of the unit and, if prepared by a hand or sub-hand receipt holder to delegate authority to request or receipt for ammunition items, the hand receipt number or name of the section involved.
- (3) Location Enter the name of the installation on which the unit is located.

Authorized Representative(s)

- **(4) Last Name, First Name, Middle Initial** Enter the name and rank of the person(s) authorized to request or receive ammunition. Also enter the person's rank, and above the person's name, enter their ETS date. Ensure that the rank of the representative matches the scope of his/her responsibilities.
- **(5) Social Security Number** Leave blank. Enter 'not used' on next available line when all lines are not used.
- **(6) REQ/REC** Enter 'YES' in this block for each person authorized to request supplies. Otherwise, enter "NO." Enter 'YES' in this block for each person authorized to receipt for supplies. Otherwise, enter "NO."

- (7) Signature and Initials Enter the signature and initials of authorized representatives. Authorization by Responsible Officer or Accountable Officer
- **(8) Delegates To** Enter an "X" in this box to show that the authorized representative is delegated to request/receipt for supplies. Enter the statement, "Requisition or receipt of class 5 supplies as indicated above."

Withdraws From Leave blank. Procedures for adding and deleting persons are not authorized for class 5 supplies.

- **(9) Remarks** Enter the ASP or other activity to which form is being sent. Enter following statement: "Authorized representatives listed above have passed security screening required by <u>AR 190-11</u>."
- (10) Unit Identification Code Enter UIC.
- (11) DODAAC/Account Number Enter the unit DODAAC and any locally assigned account number.
- (12) Last name first name middle initial Enter name of responsible person.
- (13) Grade Enter grade or rank of responsible person.
- (14) Telephone Number Enter telephone number of responsible person.
- (15) Expiration Date Enter expiration date of the card, not to exceed one year. Review cards quarterly for accuracy.
- (16) Signature Enter signature of responsible person. Upon any element of data becoming outdated on this card, the entire card is no longer valid and will be replaced with a new card. All entries except the signature and initials will be either printed in ink or typewritten. The signatures, (payroll) and initials will be written in ink.

Figure 4 Sample Memorandum Assumption of Command

AFZN-BZ-A 11 December 20XX

MEMORANDUM FOR COMMANDER, 1ST INF DIV AND FORT RILEY, FORT RILEY, KS 66442-5000

SUBJECT: Assumption of Command

- 1. Effective 11 December 1992, the undersigned assumed command of 1/23 Inf Bn (WABCAA).
- 2. Authority: Paragraph 3-1, AR 600-20.
- 3. Effective Date: 11 December 20XX.

(COMMANDER'S SIGNATURE BLOCK)

Figure 5 Sample TAMIS (DA Form 581) Request for Issue of Ammunition Routine Requests

TAMIS Training Ammunition Request (TAR) Email Notification

Date/Time Requestor: 13-APR-20XX

Date/Time Approver:

Date/Time TAM:

Date/Time:

Control Number: 1030393 Document Number: 51031213

Requested Pick Up Date: 28-APR-20XX 0730

Requested Pick Up Location: North West (NW) - ASP - SRIL - FT RILEY

Requested by: Unit (Requester will be an E7 and above)

Name: Smith, John

Unit: WH9TAA – 1/16 IN

Title: Support Platoon Leader **Email:** John.Smith@us.army.mil

DSN: 856-XXXX

Requested Ammunition:

DODIC Req Qty App Qty TAM Qty ASP Qty Comments

A059 3,400 A064 300,000 A131 11,400

This is a system-generated email, automatically provided to you as a result of online TAMIS transactions. This email does not require a reply. If you have any questions concerning the content of this email, please contact your higher headquarters or those listed in the email.

Note: Blank ammunition will be requested separately

Figure 6 Sample TAMIS (DA Form 581) Request for Issue of Ammunition Late Request

Late Request for Class V

Date/Time Requestor: 23-APR-20XX

Date/Time Approver: Date/Time TAM:

Date/Time:

Control Number: 1030394 Document Number: 51031214

Requested Pick Up Date: 28-APR-20XX 0730

Requested Pick Up Location: North West (NW) - ASP - SRIL - FT RILEY

Requested by: Unit (Requester will be an E7 and above)

Name: Smith, John

Unit: WH9TAA – 1/16 IN

Title: Support Platoon Leader **Email:** John.Smith@us.army.mil

DSN: 856-XXXX

Requested Ammunition:

DODIC Req Qty App Qty TAM Qty ASP Qty Comments

A075 3400 Late Document A080 300,000 Late Document A111 11400 Late Document

MFR Stating the reason for being late

will follow.

This is a system-generated email, automatically provided to you as a result of online TAMIS transactions. This email does not require a reply. If you have any questions concerning the content of this email, please contact your higher headquarters or those listed in the email.

Figure 7 Sample TAMIS (DA Form 581) Request for Issue of Ammunition Unforecasted Request

Unforecasted Request

Date/Time Requestor: 13-APR-20XX

Date/Time Approver:

Date/Time TAM:

Date/Time:

Control Number: 1030395 Document Number: 51031215

Requested Pick Up Date: 28-APR-20XX 0730

Requested Pick Up Location: North West (NW) - ASP - SRIL - FT RILEY

Requested by: Unit (Requester will be an E7 and above)

Name: Smith, John

Unit: WH9TAA – 1/16 IN

Title: Support Platoon Leader **Email:** John.Smith@us.army.mil

DSN: 856-XXXX

Requested Ammunition:

DODIC	Req Qty	App Qty	TAM Qty ASP Qty	Comments
A075	13,400		Unforecasted	
A080	48100		Unforecasted	
A111	11,000		Unforecasted	
			MFR will follow	

This is a system-generated email, automatically provided to you as a result of online TAMIS transactions. This email does not require a reply. If you have any questions concerning the content of this email, please contact your higher headquarters or those listed in the email.

Figure 8 Sample TAMIS (DA Form 581) Request for Issue of Ammunition Late/Unforecasted Request

Late and Unforecasted Request

Date/Time Requestor: 23-APR-20XX

Date/Time Approver: Date/Time TAM:

Date/Time:

Control Number: 1030396 Document Number: 510312126

Requested Pick Up Date: 28-APR-20XX 0730

Requested Pick Up Location: North West (NW) - ASP - SRIL - FT RILEY

Requested by: Unit (Requester will be an E7 and above)

Name: Smith, John

Unit: WH9TAA – 1/16 IN

Title: Support Platoon Leader **Email:** John.Smith@us.army.mil

DSN: 856-XXXX

Requested Ammunition:

DODIC Req Qty App Qty TAM Qty ASP Qty Comments

A075 3400 Late/Unforecasted Document
A080 300,000 Late/Unforecasted Document
A111 11400 Late/Unforecasted Document

MED Control of the International Control of t

MFR Stating the reason for being late/

Unforecasted will follow.

This is a system-generated email, automatically provided to you as a result of online TAMIS transactions. This email does not require a reply. If you have any questions concerning the content of this email, please contact your higher headquarters or those listed in the email.

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Figure 9 Serviceable/Unserviceable and Residue Turn-in Document (Information)

Serviceable/Unserviceable and Residue Turn-in Document (Information)

Two Turn-in Documents (Serviceable and Residue) will be generated by SAAS-MOD during **Final Posting of DA Form 581(Request for Issue)**, a copy will be provided to the unit prior to leaving the ASP when signing for the ammunition. An unserviceable document will be manually prepared by unit the same day of the serviceable turn-in when unserviceable ammunition is discovered by surveillance personnel.

Figure 10 Request for Inert Class V

Unit will process request for inert ammunition thru TASC as outline in their SOP.

TASC will request inert ammunition to the ASP no later than by the 20th of each month so that the ASP can added requirement to the CAM-PUSH packed. Request will be email to the accountable officer with the following criteria:

DODAAC: 1305-A123 /or NSN: 1306-01-224-5698

Nomenclature: CTG 5.56MM Dummy

QTY: 500 rds RDD: 5123

POC: Dummy, Me 259-xxxx

e-mail address: Me.Dummy@xx.xxx.xx

Unit requiring: G811,K008,KX10 will use the TAMIS system.

Figure 11 Request for Issue and Turn-In of Ammunition Inert/Dummy Request

	REC	DUEST FOR ISSUE	AND TURN-IN OF	\neg	1 Isaue	x 3.	DOCUMENT	140.	4	5. PAG			ENT SERIAL NO.	
	For use of	this form, see AR 710-2; 1	he proponent agency is DCSLOX	G	2. Turn-in			121-0009		1 9			000 000 0	147
	SENO 10		8. REQUEST FROM			TENEL PEO		1.0		III. ALLOC			DODAAC	
ASP			1-505th Arty Bm		30 May		1400	hrs		Third (WK4ABC	
Ft	Knox,	KY	Ft Knox, KY		194. REQUES				136. DAT		ic SIGNA	TURE		
					James R		h. CP	IN. S-4	9121 145. DAT		k. SIGNA			
							one	OD D10	91.21		e. sow	ATUME.		
15	14	17	Wxxxxx ii	T 16				OD. DAO			1 25		74	97
15. TEM	200c	17. MESN	NOMENCLATURE	ij.	26 CTY. REQUESTED TURNED IN	71. 21.	ACTION COOL	23. CITY, RESULED! RECEIVED	LOTINE PEA	I NO	25	700	TED BY	DATE
_	4071	1305-00-926-39	CTG, 5.56mm	ca	1,600	FTX	NIS							
			Rocket, HE,66	6mm							1			l
2	4557	1349-00-021-44	491 AT, M72A2		10	FTX	NIS				+-	-		
			LAST ITEM			-	_				_			
				\top										
				\top							\top			
	REMARKS										29.	RELATED DO	CUMENT SERVAL	MOS
Qu	uantit	ies requested	are within author:	ized t	raining a	llocat	ion.							
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-	cainin	g dates 1-5 Ju	189.											
	rainin	g dates 1-5 Ju	n 89.								1			
	cainin	ig dates 1-5 Ju	n 89.											
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			89.	No. Ox		RECEMED SCHATURE		-			ane c	ATE	32 TAMPS CI	

Figure 11 Completion Instructions for DA Form 581 (Issue)

A. Issue.

- (1) Block 1 Mark "X" if an Issue.
- (2) Block 2 Mark "X" if a Turn-In.
- (3) Block 3 Document number, assigned by unit S4 (See Appendix G For assigned document number series).
 - (4) Block 4 Leave blank.
 - (5) Block 5 Indicate page number.
 - (6) Block 6 Document serial number.
 - (7) Block 7 Accountable Officer
 ASP SRIL
 Fort Riley, Kansas 66442
 - (8) Block 8 Unit designation, including UIC.
 - (9) Block 9 Date materiel required (appointment date and time at the ASP).

```
(10)Block 10 - Leave blank.
      (11)Block 11 - Enter the allocation period (FY Qtr) as indicated on unit forecast.
      (12)Block 12 - Enter unit DODAAC.
      (13)Block 13a - Requester, as indicated on valid using unit's DA Form 1687.
          Block 13b - Julian date requested.
          Block 13c – Digital Signature of authorized requester, as indicated on using
unit's DA Form 1687.
      (14)Block 14a – Digital Signature of Approving authority.
           Block 14b - Date approved.
           Block 14c - Signature of authorized approving authority (DAO or G3/DPTM).
      (15)Block 15 - Enter Item Number.
      (16) Block 16 - Enter DODIC (Department of Defense Identification Code).
      (17) Block 17 - Enter Federal Supply Class (FSC).
      (18)Block 18 - Enter nomenclature. Enter words "Last Item" after last entry.
      (19)Block 19 - Enter unit of issue (U/I).
      (20)Block 20 - Enter quantity requested.
      (21)Block 21 - Enter Training Event Code (TEC) from Appendix K. DA PAM 710-
2-1.
      (22)Block 22 - Enter one of the following action codes:
           NIS - Issue for Training or Combat.
           IBL - Initial Basic Load
      (23)Block 23 - Leave blank.
      (24)Block 24 - Leave blank.
      (25)Block 25 - Leave blank.
      (26)Block 26 - Leave blank.
      (27)Block 27 - Leave blank.
      (28)Block 28a - Indicate if Issue is:
          "Routine Training Ammunition"
          "**Late** Training Ammunition"
         "**Unforecasted** Training Ammunition"
          "**Late & Unforecasted** Training Ammunition"
         "Inert/Dummy Ammunition"
          "Operational Load Ammunition"
          "**TAT** Basic Load"
         "**NON-TAT** Basic Load"
          Block 28b - Enter one of the following statements, as applicable:
          "Quantities requested are within training authorization" (Training only).
          "Expenditures are within authorized available supply rates" (Non-Training).
          "Required for immediate expenditure within authorized allowances". (Non-
Training)
          "Required to replenish Basic Load". (Non-Training)
          "Training Days are thru ". (Training only).
```

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"To be used for overhead fire". (Training only and as requires).

"The quantities are within the allowance contained in CTA 50-909".

"POC: (Name, phone number)".

Block 28c - One of the following statements, if appropriate, will also be entered below the last item in Block 28:

LATE requests: Statement explaining why the ammunition request was not submitted in a timely manner, signed by the Battalion Commander.

UNFORECASTED Requests: Statement explaining why the ammunition request exceeds forecasted requirements, signed by the Battalion Commander.

LATE and UNFORECASTED Requests: Statement explaining why the ammunition request exceeds forecasted requirements, why the ammunition request was not submitted in a timely manner, signed by the Battalion Commander.

- (29) Block 29 List all supporting DA Forms 581.
- (30)Block 30 Leave blank.
- (31)Block 31 Leave blank.
- (32)Block 32 Leave blank.

Figure 12 Completion of DA Form 581 for Live Turn-In (Serviceable/Unserviceable)

	REC	UEST FOR ISSUE	AND TURN-IN OF		1. Issue	1	DOCUMEN	MO.	1	5.	PAGE	6. DOCUM	MENT SERIAL MO	
	For use of	AMMUN this loom, and AR 710-2; th	ITTON Ne proponent agency is DCSL		2. Turn-in	. Tue	ARC-91	58-0001	1	Ι,	or ı	AA581	000 000	054
7.	SEND TO		8. REQUEST FROM		D. DATE MAT				PR	IORITY 11 ALL	OCATION	PERCO 12	DODAAC	
ASI			1-505th Arty B	ln.	6 Jun 89		0900	ra	_		d Oua	rter	WK4ABC	
Ft	Knox,	Ку	Ft Knox, KY		13s REQUEST					136 DATE	13c. 90	MATURE		
					144 APPROVE		h. CP	IN. S-4	_	9157 146 DAFE	14: 50	MATINE.		
			Uvvvv				- CPT	OD. DAO		9157		nen rome		
TEN.	16 00000	17. NSM	MOMENCLATUR	t 19	20 OTY RECUESTED TURNED IN	MC.	ACTION COOK	OTV. 655UED/ PECEMED		LOTISE MAL MO	8	PO	NE CHES	27 DATE
1	A071	1305-00-926-393	OTG, 5.56mm 30 pall, M193	ea	425	FTX	TAR							
			LAST ITEM								T			
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X04 (SUED BY			age DA	7E 31a. F	WICEMED I	5 11		_		31c	DATE	32 TAMIS CI	ONTROL NO
X06 S	SWATURE			\dashv	316 5	PGNATURE					\dashv		123456	7
A F	RM 58	31, AUG 89			EDTION	OF MAY	84 IS 085	OLETE	_		_			

Figure 12 Completion of DA Form 581 for Live Turn-In (Serviceable/Unserviceable)

- (1) Block 1 Leave blank.
- (2) Block 2 Mark "X" if a Turn-In.
- (3) Block 3 Document number, assigned by unit S4 (See Appendix G For assigned Document number series).
 - (4) Block 4 Leave blank.
 - (5) Block 5 Indicate page number.
 - (6) Block 6 N/A.
 - (7) Block 7 Accountable Officer

ASP SRIL

Fort Riley, Kansas 66442

- (8) Block 8 Unit designation, including UIC.
- (9) Block 9 Enter appointment date and time at the ASP.
- (10)Block 10 -Leave blank.
- (11)Block 11 -Leave blank.

- (12)Block 12 -Enter unit DODAAC.
- (13)Block 13a Signature of Requester, as indicated on valid using unit's DA Form 1687.

Block 13b -Julian date requested.

Block 13c -Signature of authorized requester, as indicated on using unit's DA Form 1687.

(14)Block 14a – Signature of Approving authority.

Block 14b - Date approved.

Block 14c - Signature of authorized approving authority.

- (15)Block 15 Enter Item Number.
- (16) Block 16 Enter DODIC (Department of Defense Identification Code).
- (17) Block 17 Enter Federal Supply Class (FSC).
- (18) Block 18 Enter nomenclature. Enter words "Last Item" after last entry.
- (19)Block 19 Enter unit of issue (U/I).
- (20) Block 20 Enter quantity being turned-in.
- (21) Block 21 Enter Training Event Code (TEC) from Appendix K, DA PAM 710-

2-1.

- (22)Block 22 Enter one of the following action codes:
 - TAR Training Assets Return, Combat.

NTI - Normal Turn-in, combat.

- (23)Block 23 Leave blank.
- (24)Block 24 Leave blank.
- (25)Block 25 Leave blank.
- (26)Block 26 Leave blank.
- (27)Block 27 Leave blank.
- (28)Block 28a Indicate if Issue is:

```
"**SERVICEABLE**Live Turn-In."
```

Block 28b - Enter the one of the following statements, as applicable:

"The above listed items drawn on document number xxxx were not expended.

All other items drawn on that document number were properly expended." (Training only)

"Residue turn-in is under document number xxxx." (Training only)

"The vehicles listed below passed the safety inspection required by DD Form 626, Motor Vehicle Inspection." (Optional)

"As a result of this shortage, DA Form 5811-R is attached." (Enter this statement and attach completed DA Form 5811-R when there is a shortage between the quantities of unexpended ammunition issued and ammunition returned to the ASP). (Training only)

Block 28c - Date paperwork is given to the ASP . .

[&]quot;**UNSERVICEABLE**Live Turn-In."

- (29) Block 29 List all supporting DA Forms 581 and DA Forms 581-1.
- (30)Block 30 Leave blank.
- (31)Block 31 Leave blank.
- (32)Block 32 Leave blank.

Figure 13 Completion Instructions for Residue Turn-In (TIR)

	REC	UEST FOR ISSUE	AND TURN-IN OF	1	i. Issue		DOCUMEN	NO.	7		S. PA	- 1		WENT SERIAL NO	
	For uses of	this torm, see AR 710-2; th	e proponent agency is DCSLO	, [2	t. Turn-in	x WK4	ABC-91	58-0001	- 1		1 0	· . I	AA581	000 000	054
P (OT CASE		8. ACQUEST FROM		D. DATE MA	TERIEL REC			10.	PRICALTY 1	1 ALLO	CATION P	IRICO 12	DODAAC	
ASE	•	1	1-505th Arty Bn		6 Jun 8	9	0900 1	ra			Third	Ouar	ter	WK4ABC	
Ft	Knox,	Ky	Ft Knox, KY		13a REQUEST	EDBY				136 DATE	-	3c. 904	ATURE		
		·					h. CP	IN. S-4		9157					
		1			144 APPROVE					146 DATE		41 994	ATURE		
			Devery	T.,	James E			OD. DAO	_	1 9157		_	_		
TÉM	000C	17. NOM	MOMENCIATURE CTG, 3.36mm	13	TURNED IN	WC.	ACTION COOR	WEDEWED GLA WERNEDA SI	L	LOTTER BIAL	MO	8	PO	MALES BY	DATE
1	A071	1305-00-926-393		ea	425	FTX	TAR								
			LAST ITEM						\perp						
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,	ll ot	her items draw	on that documen	t numbe	r were p	roperl	у ехр	ended.				M	581 000	000 055	
1	esidu	e turn-in is u	nder document num	ber WK4	ABC-9158	-0002.						AA	5515 00	00 000 02	7
												AAS	5515 00	000 078	В
On 1	SUED BY			30c DA7	E Jia	PECEMEN	5H-		_			31c C	ATE	32 TAMIS CO	N/TROL NO
	GWATURE			4	L							J		I	

Figure 13: Completion Instructions for Residue Turn-In (TIR)

- (1) Block 1 Leave blank.
- (2) Block 2 Mark "X"
- (3) Block 3 Document number, assigned by unit S4 (See Appendix G For assigned Document number series).
 - (4) Block 4 Leave blank.
 - (5) Block 5 Indicate page number.
 - (6) Block 6 N/A.
 - (7) Block 7 Accountable Officer

ASP SRIL

Fort Riley, Kansas 66442

- (8) Block 8 Unit designation, including UIC.
- (9) Block 9 Enter appointment date and time at the ASP.
- (10)Block 10 Leave blank.
- (11)Block 11 Leave blank.
- (12)Block 12 Enter unit DODAAC.
- (13) Block 13a Requester, as indicated on valid using unit's DA Form 1687.
 - Block 13b Julian date requested.
- Block 13c Signature of authorized requester, as indicated on using unit's DA Form 1687.
 - (14)Block 14a Approving authority
 - Block 14b Date approved.
 - Block 14c Signature of authorized approving authority.
 - (15)Block 15 Enter Item Number.
 - (16) Block 16 Enter DODIC Department of Defense Identification Code).
 - (17) Block 17 Enter Federal Supply Class (FSC).
 - (18) Block 18 Enter nomenclature. Enter words "Last Item" after last entry.
 - (19)Block 19 Enter unit of issue (U/I).
 - (20) Block 20 Enter quantity being turned-in.
 - (21) Block 21 Enter Training Event Code (TEC) from Appendix K, DA PAM 710-
- 2-1.
- (22) Block 22 Enter this action code: TIR Turn-in, residue.
- (23)Block 23 Leave blank.
- (24)Block 24 Leave blank.
- (25)Block 25 Leave blank.
- (26)Block 26 Leave blank.
- (27)Block 27 Leave blank.
- (28) Block 28a Indicate type of turn-in as follows: "Residue."
 - Block 28b Enter the one of the following statements as applicable:

"The above listed items drawn on document number XXXX were properly expended. All other items drawn on that document number are being returned under Document number XXXX." (Training only)

"Contents have been inspected. Contents do not contain any live rounds, unfired primers, explosives, or other dangerous materials. Signed." (The individual who makes the inspection signs the statement). (Required entry)

"The vehicles listed below passed the safety inspection required by DD Form 626, Motor Vehicle Inspection." (Optional)

"As a result of this shortage, DA Form 5811-R is attached." (Enter this statement and attach completed DA Form 5811-R when there is a shortage between the quantity of unexpended ammunition issued and ammunition returned to the ASP). (Training only)

(29) Block 29 - List all supporting DA Forms 581 and DA Forms 581-1.

- (30)Block 30 Leave blank.
- (31)Block 31 Leave blank.
- (32)Block 32 Leave blank.

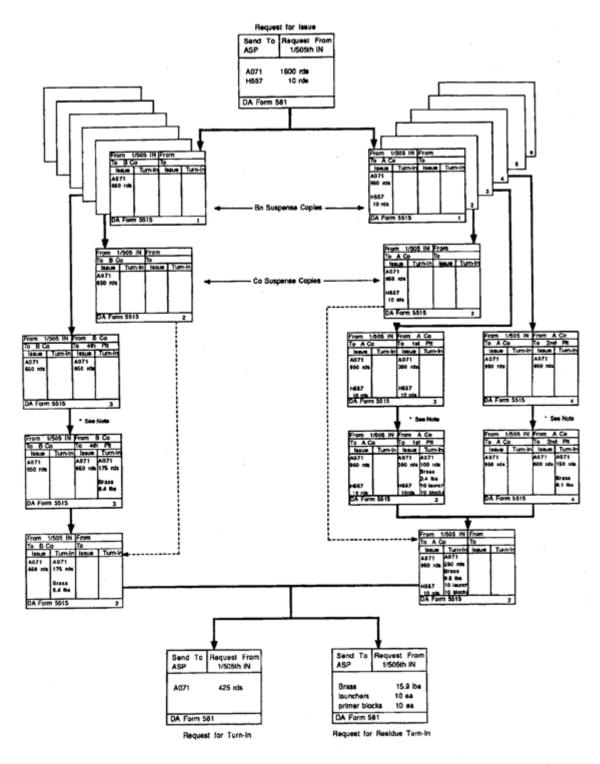


Figure 14 Sub-issue document flow chart

NOTE: Tertiary Sub-lesue/Turn-in will require preparation of an additional DA Form 5515. A copy of all transactions made on additional DA Form 5515s will be returned to the Master File to provide a complete audit trail.

Figure 15 Category One Non-Nuclear Missile and Rocket List

NOMENOL ATURE

<u>NSN</u>	NOMENCLATURE DODIC	
1315-01-245-4950	LAUNCHER, CTG 84MM M136 AT4	C995
1425-01-024-9982	GUIDED MISSILE STINGER	PJ02
1427-01-024-9967	GUIDED MISSILE STINGER	PL90
1427-01-219-7116	GUIDED MISSILE STINGER	PL63
1425-01-213-3261	GUIDED MISSILE STINGER SUB SYSTEM	PJ03
1427-01-212-3261	GUIDED MISSILE STINGER SUB SYSTEM	PL91
1425-01-230-8785	GUIDED MISSILE STINGER	PJO4
1427-01-230-8783	GUIDED MISSILE STINGER	PL94
1427-01-230-8784	GUIDED MISSILE STINGER SUB SYSTEM	PL95
1427-01-396-5251	GUIDED MISSIILE JAVELIN	PL34

NOTES:

NICNI

- 1. All depot receipt or shipment off the installation will be processed by the Ammunition Supply Point (ASP) and will be reported to JMC.
- 2. Each unit that receives Category One Non-Nuclear Missiles and Rockets will be require to compete FR Form 83 (Figure 16-17) and submit it to the ASP.

Figure 16 Request for Shipment of Training Ammunition and Explosives (A&E)

AFZN-(Unit Full Office Symbol)

MEMORANDUM FOR: Director of Logistics, ATTN: ASP/GOVERNMENT ACCOUNTABLE OFFICER, Fort Riley, Kansas 66442

SUBJECT: Request for Shipment of Training Ammunition and Explosives (A&E)

1. Request ammunition on attached DA Form(s) 581, unit document

nu	mber(s), be shipped by commercial carrier to ASP/Installation/
2.	The following information is provided:
	a. Calendar month the ammunition was forecasted for expenditure (month, year).
	b. Unit UIC:, Unit Fund Cost Code:
	c. Required delivery date: (day, month, year).d. Full shipping address (do not use PO Box addresses).
	e. Unit DODAAC(s):
	f. Unit point of contact during duty hours (name, phone).
	g. Unit point of contact after duty hours (name, phone).
	h. Delivery restrictions (times, dates, persons to receive, etc.).
na	i. Agency where residue will be turned in at the completion of training (agency me, address, phone).
	j. Training completion date.
3.	I certify that this command has adequate storage facilities for storage of all

Signature Block Requesting Officer

requested ammunition. ROTC school will certify that arms room is license to store

NOTE: ROTC commanders may have to provide storage license of arms room to QASAS before clearing shipment.

Sample Memorandum
Request for Shipment of Training Ammunition
Figure 16

ammunition.

Figure 17 Sample of a completed DA Form 3151-R

AMMUNITION STORES SLIP FOR USE OF THIS FORM, SEE DA PAMPHLET 71 PROPONENT AGENCY IS DCSLOG.	0-2-2.	AUTH0 7138-	ORITY -0001			DATE 18 M	: AY 87
FROM: S4 1-505th Arty Bn, Ft Kno	NAME OF ACTIVITY ASP						
TO: ASP Ft. Knox, KY			LE NO.	,			
RECEIPT ISSUE OTHER (SE	PECIFY) JRN-IN	CPL 3	R Jerry V	lalke	r		
NSN DODIC NOMENCLATURE	LOT N	O. ACC	LOCAT	ION	PLTS	TOTAL ROUNDS	INIT
			FROM	то	BXS		
1305-00-926-3930-A071 Ctg. 5.56mm Ball	LC10-	05 A	A-1		2 BX	3,360	
1310-00-724-8081-8568 Ctg, 40mm HE	PN07-	13 A	B-1		2 BX	72	
1330-00-133-8244-G881 Gren, Hd, FRAG	FT87-	21 A	C-1		1 BX	30	
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxXX	THING I	FOLLOWS	xxxxxx	xxxx	xxxxx	cxxxxxxx	xxxx
REMARKS	<u> </u>						
COMPLETED BY ASP PERSONNEL IA	AW DA PA	AM 710-	2-2				
DATE: SIGNATURE OF ISSUING CHECK	KER	DATE: 7138	SIGNAT	URE (OF REC	EIVING CH	ECKER
A FORM 3151-R							

Figure 18 Reconciliation of Ammunition Issues

IMWE-RLY-LGS-U (7	700)	١
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MEMORANDUM FOR
SUBJECT: Reconciliation of Ammunition Issues
Reference: DA Form 581 (Request for Issue and Turn-In of Ammunition), Document Number, pertaining to issue of ammunition to your unit.
2. Request unexpended ammunition and expended casings, resulting from reference issue; be turned in not later than suspense date indicated above. In event suspense date cannot be met for valid reasons, prior coordination will be made with the IOC, Ammunition Supply Point.
3. This memorandum will be annotated on reverse side to show quantities of ammunition expended, and returned by endorsement to the Ammunition Supply Point with applicable turn-ins.

FOR THE COMMANDER:

Signature Block

AFZN- 1st End

CDR,

FOR CDR, 1st Inf Div (Mech) and Fort Riley, ATTN: Ammunition Supply Point, Supply Div, DOL

Quantities of ammunition were expended as shown on the reverse side of this memorandum.

IMWE-RLY-LGS-FL 323 1 Jan 2006 (Rev)

Sample Memorandum, IMWE-RLY-LGS-FL 323 Reconciliation of Ammunition Issues (front side of form) Figure 18

Figure 19 Sample of a completed DA Form 2064

DOC	For use of The prop	REGISTER F of this form, s conent agency	OR SUPPLY ACTIONS or DA PAM 710-2-1. is ODCSLOG.	1-505th Arty Bn, (S- Ft. Knox, KY	4)			WK4ABC		- 1	VA6HAA		PAGE NUMBER
DATE d	T HUMBER SERIAL b	DOCUMENT SENT TO	STOCK MUMBER	NOUN e	REQUEST FOR	P0	NITIALS À	REQUEST	REC'D/ TURN-IN j	DUE IN	DATE FOLLOW-UP DUE /	DATE COMPLETED M	REMARKS A
7121	0009	ASP	1305-A071	Ctg. 5.56mm Ball	1-505 Arty			3360				7138	Tng Ammo
			,										
				-									
			,										
					1		Γ						
										-			
		_											
		-			_								
FORM	2064			EDITION OF	EP 65 IS O	BSOLET	TE.			_			

CERTIFICATE - LOST OR DAMAGED CLASS 5 AMMUNITION ITEMS For use of this form, see DA PAM 710-2-1; the proponent agency is DCSLOG PART I - CERTIFICATION							
STOCK NO.	oescřepnou	QUANTITY	4. ITEM W	AS (Check)	5. DAN NEGLIGEN	AGED BY CE7 (Check)	
STOCK NO.	DESCRIPTION	QUANTITY	a. LOST	b. DAM-	A YES	b. NO	
-NSN-	Supplementary Charge	4	×				
			-		ļ		
			<u> </u>		-	_	
CIRCUMSTANCES OF LOSS	OR DAMAGE						
	arges were placed in	the fuz			lling		
pon return to harges were fo	the administrative a	rea onl	e cans. y 16 s	uppleme	ntary		
pon return to	the administrative a	rea onl	e cans. y 16 s	uppleme	ntary		
pon return to harges were fo	the administrative a	rea onl	e cans. y 16 s	uppleme	ntary		
pon return to harges were fo	the administrative a	rea onl	e cans. y 16 s	uppleme	ntary		
Jpon return to charges were fo	the administrative a	rea onl	e cans. y 16 s	uppleme	ntary		
Jpon return to charges were for issing charges	the administrative a ound. A search of th s.	rea onl	e cans. y 16 s	uppleme	ntary		
pon return to charges were for issing charges	the administrative a	rea onl	e cans. y 16 s	uppleme	ntary e the	un 89	

8. I have reviewed the evidence pertaining to the loss or damage as stated. I agree 🔀 do not agree 🔲 that the loss or damage to the class 5 item(s) was 🗹 was not 🔲 due to negligence, willful CHECK ALL THAT APPLY misconduct, or deliberate unauthorized use. The following action shall be taken. 9. No further action is required. An administrative adjustment shall be made in the property book for the class 5 item(s) that were not lost through negligence, willful misconduct, or deliberate unauthorized use. The damaged class 5 itom(s) shall be repaired as fair wear and tear as the damage was not caused by negligence, willful misconduct, or deliberate unauthorized use. 12. The circumstances aurrounding the loss or damage warrant the processing of a formal Report of Survey that will be initiated immediately by the responsible property officer. Bob O.S. Smith, LTC 8 Jun 89 Cdr, 1-505th Arty Bn

DA FORM 5811-R, AUG 89

Legend for Figure 20:

Completion instructions by column or block for DA Form 5811-R when used for shortage for turn-in

Part I

- (1-5) Items short will be described in detail and quantity.
- (6) Circumstances surrounding the loss or damage will be described.
- (7) Organizational commander will sign and date PART I.

Part II

(8-12) First LTC in the chain of command will review the circumstances surrounding the loss or damage and determine the appropriate action to be taken because of the loss or damage to government property. Completed DA Form 5811-R will accompany turn in documents to the ASP when a shortage exists; this document is required to complete reconciliation with the ASP.

Figure 21 Sample of a completed DA Form 5692-R Ammunition Consumption Certificate

NIT				RANGE AND LOCATION			
A	Btry, 1-50)5 Arty Bn		Range 10			
OCUMENT	NO.		DATE	Fort Knox, Ky	,		
WK4ABC-	-9121-0009-	-A-1	5 June 1989				
ITEM	DODIC	NOMENC	LATURE	LOT NUMBER	QUANTITY CONSUMED		
1	н557	Rocket, HE, 66M	M, M72A2	12345678	10		
-							
	 						
			RTIFYING OFFICIAL				
certify th	at I saw the abo	ove items consumed during		date)	OATE 4 June 198		
	d or Printed) J. THOMPSO	N	SIGNATURE	te J. Pl	lompson		
NIT A E	Stry, 1-505	Arty Bn	POSITION Unit	Range Safety Off			

Appendix 6A

References: Army Regulations

AR 15-6, Procedures for Investigating Officers and Boards of Officers

AR 55-355, Defense Traffic Management Regulation

AR 75-1, Malfunctions Involving Ammunition and Explosives

AR 190-11, Physical Security of Armies Ammunition and Explosives

AR 190-14, Carrying of Firearms and Use of Force for Law Enforcement and Security duties

AR 385-40, Accident Reporting and Records

AR 385-63, Firing Ammunition for Training, Target Practice and Combat

AR 385-64, Ammunition and Explosives Safety Standards

AR 702-5, Missile Firing Data Reports

AR 710-2, Supply Policy Below the Wholesale Level

AR 735-5, Policies and Procedures for Property Accountability

Department of Army Pamphlets

DA Pam 710-2-1, Using Unit Supply System

DA Pam 710-2-2, Supply Support Activity Supply System

DA Pam 350-38, Standards in Weapons Training

Field Manuals

FM 9-6, Ammunition Service in the Theater of Operations

FM 9-13, Ammunition Handbook

FM 9-38, Conventional Ammunition Operations

FM 19-30, Physical Security

Technical Manuals

TM 9-1300-200, Ammunition, General

Technical Bulletins

TB 9-2300-280-30, Tactical Vehicles: Installation Universal Tie down Anchors

FORSCOM Regulations

FORSCOM Reg 700-3, Ammunition Basic Loads

FORSCOM Reg 700-4, Ammunition

Fort Riley Regulations

FR Reg 350-1, Training Directive

FR Reg 385-12, Range and Training Safety

A-1

Fort Riley Pamphlets

FR Pam 55-1, Transportation Policy and Procedures

FR Pam 385-1, Heat Injury Prevention

Supplements

FORSCOM/TRADOC and FORT RILEY Supplements to AR 190-11

Appendix 6B

SAFE HAVEN Responsibilities and Procedures.

B-1. General.

- a. Requests. All requests for **SAFE HAVEN** after duty hours will be routed through the FROC, telephone 239-2222 to the DES Access Control Point (ACP), telephone 239-8921. During duty hours to the Installation Transportation Office (ITO), telephone 239-3943. Commercial carriers will call the MP desk 785-239-MPMP, one hour to their arrival.
- b. Location. Ammunition Holding Area (AHA) on unnamed road proceeding north from Williston Point Road (Grid Point PU91703065).
- c. At no time will representatives of the Installation accept responsibility for the cargo or equipment. The driver will be advised that responsibility for the shipment remains with the carrier until formal delivery has been made.
- d. Military Police (MP) will escort Carriers requesting **SAFE HAVEN** to the AHA after duty hours at Fort Riley. Carriers will not be parked at the Ammunition Supply Point for **SAFE HAVEN** purposes.
 - e. Carriers will be afforded the following options for use of the AHA facility:
 - (1) The driver(s) will not drop the trailer and leave with the tractor.
 - (2) One driver will stay with the tractor and trailer in the AHA.
 - f. No facilities for rest, food, or transportation will normally be provided.

B-2 Provost Marshal's Office (PMO)

- a. When the PMO is advised by the FROC that **SAFE HAVEN** is to be granted, the PMO will provide MP escort to the AHA location and provide initial security until the G3 guard force is in place. The G3 guard force will be responsible for the security of the **SAFE HAVEN** area until the vehicle (s) unloads the cargo at the ASP or departs the Post.
- b. The PMO will make local civilian law enforcement authorities aware of this regulation. If **SAFE HAVEN** is authorized and commercial vehicle(s) is located off post, the local authorities may be requested to provide escort to Installation boundaries.

B-3. Installation Transportation Officer (ITO).

- a. The ITO will assist the FOD, when required, in positive identification of shipments which may be granted **SAFE HAVEN**.
- b. The ITO will prepare necessary notification and billing documents required by AR 55-355. /NAVSUPINST 4600.70/AFM 75–2/MCO P4600.14/DLAR 4500.3, Military Traffic Management Regulation, promulgates policy and procedures applicable to the performance of traffic management functions by the Military Services and other DOD components within the continental United States (CONUS), on shipments moving

under GBL's and bills of lading convertible to GBL's.

- **B-4.** Quality Assurance Specialist, Ammunition Surveillance (QASAS). The QASAS will provide services, on an as needed basis, as specified in paragraph 33-13, AR 55-355.
- **B-5.** Fort Riley Operations Center (FROC). When a SAFE HAVEN requirement is generated, the FROC will ensure that all actions taken comply with this operating procedure.
- **B-6. 84**th **Explosive Ordnance Battalion**. Be prepared to respond to requests for EOD and/or ASP support.
- B-7. Logistical support to a carrier granted SAFE HAVEN who leaves a Carrier Representative with the trailer.
- a. Under normal circumstances, the carrier is responsible for providing logistical support, i.e., food, fuel, maintenance services and supplies.
- b. If emergency logistical support is required to protect life and/or property, coordination will be made with the QASAS and the ITO. Detailed record of support will be prepared and forwarded to the ITO for billing purposes.
- c. Except for emergency situations threatening life and/or property logistical support will not be provided unless approved by the Installation Commander or his/her designated representative.
- **B-8.** Access to AHA location. Access to the location will be controlled by the ASP Accountable Officer and/or the AHA SOG, as appropriate. Generally, access to the area will be limited to:
 - a. Installation Commander or designated representative.
 - b. Provost Marshal and Military Police in the performance of security duty.
 - c. Post guard force in the performance of security duty.
 - d. The DES, as the installation Commander's representative.
- e. Representative of the commercial carrier, when accompanied as designated by the PMO, EOC, or DES. This would include mechanics <u>hired</u> by the carrier to make repairs.
 - f. The ITO and QASAS in their performance of duty.
 - g. The Director of Logistics (DOL).

Appendix 6C

Ammunition Management General Guidelines and Checklist

C-1. General Guidelines.

- a. Request what you need; expend what you request.
- b. Plan ahead; request increases/turn-ins to authorizations early.
- c. Coordinate regularly; supervise continually.

C-2. Checklist:

- a. Signature cards and appointment orders are on file at the ASP.
- b. Verify sufficiency of ammunition authorization.
- (1) If insufficient, request additional authorization from either the Division Ammunition Manager or the Installation Ammunition Manager.
 - (2) If excess, request turn-in of unneeded authorizations.
- c. Forecast monthly requirements 12 months out. Forecast into next FY, regardless if you have an authorization for that FY or not.
- d. Update forecast monthly with your respective Ammunition Manager. Check your stock record cards against TAMIS-R records monthly.
- e. Make final forecast update NLT 45 days prior to start of training month. You may reduce quantities for month beginning 15 days out.
- f. Inform your Unit Ammunition Manager of exact requirements in sufficient time for them to submit DA Form 581/e581 to ASP NLT 7-10 days prior to pickup.
- g. DA Form 581 is submitted to ASP NLT 7-10 days prior to training event (2-3 weeks out is best).
- h. Arrive at the ASP on time with sufficient vehicles and personnel to draw the ammunition. Schedule your turn-in appointment with ASP.

- i. Account for ammunition and residue on a DA Form 5515.
- j. All residue and serviceable and unserviceable ammunition is turned-in to ASP within 5 working days of the completion of training.

Appendix 6D Dummy/Inert Ammunition

A060 Dummy Ctg, 5.56mm A159 Dummy Ctg, 7.62mm, LNK A560 Dummy Ctg, Cal .50 C228 Ctg, 81mm Training, M68, w/o Fin assembly C514 Ctg, Dummy, 105mm, f/M68 gun D539 Dummy Propelling charge, 155mm, f/HOW M1, M1A1, M45 D555 Dummy Projectile, 155mm, f/HOW M1, M1A1, M45 D677 Dummy Propelling charge, 8in, f/HOW M2, M2A1 D679 Dummy Projectile, 8in, f/HOW M2, M2A1, M47 G811 Body, Practice Hand Grenade
A560 C228 Ctg, 81mm Training, M68, w/o Fin assembly C514 Ctg, Dummy, 105mm, f/M68 gun D539 Dummy Propelling charge, 155mm, f/HOW M1, M1A1, M45 D555 Dummy Projectile, 155mm, f/HOW M1, M1A1, M45 D677 Dummy Propelling charge, 8in, f/HOW M2, M2A1 Dummy Projectile, 8in, f/HOW M2, M2A1, M47
C228 Ctg, 81mm Training, M68, w/o Fin assembly C514 Ctg, Dummy, 105mm, f/M68 gun D539 Dummy Propelling charge, 155mm, f/HOW M1, M1A1, M45 D555 Dummy Projectile, 155mm, f/HOW M1, M1A1, M45 D677 Dummy Propelling charge, 8in, f/HOW M2, M2A1 D679 Dummy Projectile, 8in, f/HOW M2, M2A1, M47
C514 Ctg, Dummy, 105mm, f/M68 gun D539 Dummy Propelling charge, 155mm, f/HOW M1, M1A1, M45 D555 Dummy Projectile, 155mm, f/HOW M1, M1A1, M45 D677 Dummy Propelling charge, 8in, f/HOW M2, M2A1 D679 Dummy Projectile, 8in, f/HOW M2, M2A1, M47
D539 Dummy Propelling charge, 155mm, f/HOW M1, M1A1, M45 D555 Dummy Projectile, 155mm, f/HOW M1, M1A1, M45 D677 Dummy Propelling charge, 8in, f/HOW M2, M2A1 D679 Dummy Projectile, 8in, f/HOW M2, M2A1, M47
D555 Dummy Projectile, 155mm, f/HOW M1, M1A1, M45 D677 Dummy Propelling charge, 8in, f/HOW M2, M2A1 D679 Dummy Projectile, 8in, f/HOW M2, M2A1, M47
D677 Dummy Propelling charge, 8in, f/HOW M2, M2A1 D679 Dummy Projectile, 8in, f/HOW M2, M2A1, M47
D679 Dummy Projectile, 8in, f/HOW M2, M2A1, M47
OUT DOW, HACKICE HAIR CHERAGE
K051 Fuze, Prac, M604, f/use in M10, M12, M12A1, M20 mines
(Contains a primer and smoke charge)
K105 Mine, AP, Prac, M8 & Fuze, M10 or M10A1, Prac
(simulates M2)
K139 Mine, AP, Prac, XM68 (Claymore), w/access
(simulates M18)
K210 Mine, AT, empty, w/inert M603 Fuze (simulates M7A2)
K220 Mine, AT, Prac, M10 w/o Fuze (simulates M7)
K230 Mine, AT, Prac, M12 w/o Fuze (simulates M15)
K231 Mine, AT, Prac, M20 w/o Fuze (simulates M15)
K232 Mine, AT, Training, M80, w/Inert M606 Fuze
(simulates M19)
M097 Cap, Blasting, Non-electric, Inert
M098 Cap, Blasting, Electric, Inert
M458 Detonating cord, Dummy M635 Firing Device, M1, Pull Type, Inert
M635 Firing Device, M1, Pull Type, Inert M637 Firing Device, M3, Pull Release Type, Inert
M639 Firing Device, M5, Pressure Release Type, Inert
M641 Firing Device, M1, Pressure Type, Inert
M671 Time Fuze, Blasting, Inert
M767 Igniter, f/time Fuze, Prac

Appendix 6E

Unit Pack Configurations

DA Pam 710-2-1, Appendix L, Salvage/Residue Listing, contains unit pack information. It is to the unit's advantage to forecast and requisition ammunition in multiples of the quantities listed aforementioned appendix, whenever possible. This prevents the ASP from making "light" boxes which is a time consuming process.

For example: if the unit needs approximately 3000 rounds of A071, 5.56mm ball to qualify with, forecast and requisition 3360 rounds (two full boxes). While many DODICs are packaged in such large quantities that this is not feasible, many commonly used DODICs are packaged in convenient quantities. Unit can contact the ASP for correct unit pack, 239-4862/4222.

Appendix 6F Points of Contact

Standard Services.

<u>ACTIVITY</u>	<u>BLDG</u>	OFFICE SYMBO	<u>PHONE</u>
DPTMS, TNG DIV	500	IMNE-RLY-PLT	239-2158
RANGE BRANCH	77709	IMNE-RLY-PLT-	R 239-4516/5351
RCSD	8021	IMNE-RLY-PLT-	RC 239-6312/2733
G3, OPNS	580	AFZN-OPO	239-6121
ACofS, G4, SUP	580	AFZN-LG	240-1238/1225
GARRISON SAFETY OF	C 500	AFZN-GC-SO	239-2514/2245
DIR EMER. SVCS.	221	IMNE-RLY-ES	239-2125/3080
84 TH EOD SUPPORT	7054	AFCB-OSE	239-1855/1153
DOL, DIRECTOR'S OFC	8100	IMNE-RLY-DM	239-1366
CONTRCT'G OFCRS RE	P 7920	IMNE-RLY-LG-C	OR 239-4882/1792
ACCOUNTABLE OFFICE	R 918	IMWE-RLY-DM-	ASP 239-4102
QASAS	918	IMNE-RLY-DM-0	Q 239-1952/9543
DOSS, TRANS DIV, (ITO) 1502	IMNE-RLY-LGT	239-2410/3420
ASP OPN Desk	918	DOL Contractor	239-4862/4222
ASP Vehicle Inspection	918	DOL Contractor	239-4115

Emergency Support/Service

<u>ACTIVITY</u>	<u>PHONE</u>
MILITARY POLICE	239-6767/3053
FIRE DEPT	239-4257(EMERGENCY 317)
FROC	239-2222
HOSPITAL EMERGENCY ROOM	1 239-7777
AMBULANCE	239-7835

To call Fort Riley:

- (1) DSN: 856 plus the last 4 digits of the number.
- (2) Commercial: (785) 239 plus the last four digits of the number.

Appendix 6E
Residue Chart [Note: Chart will change based on repacking of Class V]

DODI C	Residue Item	QTY	DODI C	Residue Item	QTY	DODI C	Residue Item	QTY
A010	Shell, 10 GA	x1 ea	A106	.22 Cal Brass	x 0.001 4	A602	.50 Cal Brass	x1 ea
	Wdn Box	/ 500 ea	A111	7.62MM Brass	x 0.026 lb		.50 Cal Link	/ 31 lb
	M2A1 Can Repack	/ 1 can	A112	7.62MM Link	/ 112 lb		M2A1 Can	100 ea
A011	Shell, 12 GA	x1 ea	A131	Bandoleers	/ 200 ea		Wirebou nd Box	/ 200 ea
A017	M2A1 Can	/ 120 ea / 250	A143	M19A1 Can M19A1 Can	/ 200 ea	A940	25MM Cart 25MM	x 0.48 lb / 6
A014		ea	A146	Repack	/ 1 ea	A976	Link	lb
A059	5.56MM ball Brass	x 0.013 5 lb		Wirebound Box	/ 800 ea		PA125 Can	/ 30 ea
	M2A1 Can Repack	/ 1 can	A136	7.62MM Brass	x1 ea		PLT Top & Btm	810 ea
A071	M2A1 Can	/ 840 ea	AA11	M2A1 Can Repack	/ 1 can	B519	40MM Plastic Ctd	x 1 ea
	Stripper Clips	/ 520 lb		M2A1 Can	/ 460 ea		Mtl Can repack	/1 ea
	Bandoleers	/ 120 ea		Wirebound Box	/ 920 ea		Cardboar d Box	/ 25 ea
	Speedloader	/ 120 ea	A359	9MM Brass	x1 ea		Wirebou nd Box	/ 100 ea
	Wirebound Box	/ 1640 ea		M2A1 Can Repack	/ 1 can	B534	40MM Cart	x 1 ea

AA33	5.56MM ball Brass	x 0.013 5 lb		Wdn Box	/ 3000 ea	B584	MK 1-1 Can**	/ 32 ea
	Stripper Clips	/ 520 lb	A363	9MM Brass	0.009 lb	B542	Mtl Can	/ 48 ea
A065	5.56MM Plastic Crt.	x 0.01 lb		M2A1 Can Repack	/ 1 can		Mtl Can repack	/1 ea
A063	5.56MM ball Brass	x 0.013 5 lb		M2A1 Can	1000 ea		PLT Top & Btm**	169 6 ea
A066	M2A1 Can	/ 820 ea		Wirebound Box	2000 ea		Pallet	576 ea
A068	Wirebound Box	1640 ea	AA49	9MM Brass	0.009 lb	B546	40MM Cart	x 1 ea
A064	5.56MM Brass	x 0.013 5 lb / 218	A525	.50 Cal Brass	x 0.121	B568	Plastic Suppt Bandolee	/ 3 ea / 6
A062	5.56MM Link	lb	A531	M2A1 Can	/1 ea	B577	r	ea
A075	PA108 Can, Mtl Repack	/ 1 ea	A552	Misc Wood, Metal can	/350 ea		Mtl Can repack	/1 ea
	PA108 Can, Mtl	/ 800 ea	A601				Wdn Box	/ 72 ea
	Bandoleers Plastic	/ 200 ea / 200	A555	.50 Cal Brass	x 0.121 / 31	B627	Wdn Box	/ 9 ea
	Magazine	ea	A557	.50 Cal Link	lb	B630		
	Wirebound Box	/ 1600 ea	A598	M2A1 Can	/ 100 ea			
A080	5.56MM Blank Brass	x 0.013 5 lb	AA50 *	Wirebound Box	/ 200 ea			
	M2A1 Can Repack	/ 1 can						
	M2A1 Can	/ 820 ea /						
	Wirebound Box	2280 ea						

				Residue			Residue	
DODIC	Residue Item	QTY	DODIC	Item	QTY	DODIC	Item	QTY
				_				x120
C025	75MM ctg	x1 ea	G815	M2A1 Can	/ 4 ea	MN68	Box	ea
	Fiber			M2A1 Can				x60
	Container	x1 ea		Repack	/ 1 ea	MN69	Can	ea
		/ 15			١,,			/ 4
	Wdn Box	ea		Top Support	/ 4 ea	ML03	Mtl Can	ea
				Bottom	/ 4)	/72
				Support	/ 4 ea		Wdn Box	ea
			0070	Dull Diese		BAL O.4	NAL Com	/6
			G878	Pull Ring	x1 ea	ML04	Mtl Can	ea
				M2A1 Can	/1.00	MIOE	Mda Day	/2
		/ 25		Repack	/1 ea	ML05	Wdn Box	ea
C045	Barrior bag	/ 25		Safaty Layer	x1 ea	ML15	Wdn Box	/3
C045	Barrier bag	ea		Safety Lever Expended	XI ea	IVILIO	VVUITEUX	ea / 500
	Obturating ring	x1 ea		Fuze	x1 ea	ML45	Wdn Box	ea
(Obturating ring	AT Ga		1 026	AT Ca	WIL43	Expend	Ca
					/ 180		Shock	x1 /
	Plastic Plug	x1 ea		Wdn Box	ea	ML47	Tube	30'
	i lastio i lag	XI Ca		Wali box	Cu	WILTI	1 450	/ 60
	Breech Plug	x1 ea	G881	Pull Ring	x1 ea		Wdn Box	ea
	Broom rag	A Gu	0001	i an rang	X Ou		vvan Box	/ 36
	Dud Plug	x1 ea		Safety Lever	x1 ea	MM50	Can	ea
	Wirebound	/ 100		Fiber	λ. σα		C a	/72
	Box	ea		Container	x1 ea		Wdn Box	ea
							Expend	
	Fiber			M2A1 Can			Shock	x1 /
C226	Container	x1 ea		Repack	/ 1 ea	MN02	Tube	500'
					/ 30			x1
	Wdn Box	/ 3 ea		Wdn Box	ea		Spool	ea
		,					Card Brd	/ 20
C236	Closing Plug	x1 ea	G900	Pull Ring	x1 ea		Box	ea
	Fiber		0000				Expended	x1
	Container	x1 ea	G929	Safety Lever	x1 ea	MN08	Igniter	ea
	Mala Davi	/0	0000	Fiber			Card Brd	/5
	Wdn Box	/ 3 ea	G930	Container	x1 ea		Box	ea
C270	Fiber	v1	COAE	Wdn Day	/ 16		Mdo Doy	/ 300
C379	Container	x1 ea	G945	Wdn Box	ea		Wdn Box	ea
	Motal Can	/2.00	COEO	M2A1 Can	/1 00	1406	Fiber	x1
	Metal Can	/ 2 ea	G950	Repack	/ 1 ea	J106	Container	ea
C440	105N/N/ C+~	v1 00	G955				Wdo Boy	x1
C44U	105MM Ctg	x1 ea				KUE4	Wdn Box	ea
	Fiber	x1 ea	G963			K051	Wdn Box	x1

	Container							ea
	Wdo Dov	/ 10	C092				Metal	/ 180
	Wdn Box	ea	G982				Container	ea x1
C511	105MM Ctg	x1 ea	H108	Expend Pod	/ 8 ea	K139	Bandoleer	ea
	Fiber			,	X		Firing	x1
C520	Container	x1 ea		Skid Assy	4\pod	K143	Device	ea
	M/ L D			D: 0 D	X	164.45	F	x1
	Wdn Box	/ 2 ea		Pin, Q-R	4\pod	K145	Firing Wire	ea
C625	Fiber Container	x1 ea		Shorting Plug	x1 ea		Test Set	/ 6 ea
0023	Mtl Cntr	XI Ca		Residue	XI Ca		1031 001	/ 6
	PA154	/ 2 ea	DODIC	Item	QTY		Wdn Box	ea
								x1
C698	4.2" Fiber	x1 ea	M130	Wdn Box	x1 ea	K180	Wdn Box	ea
	Mala Dan	/ 0	N404	M0A4 O		1/404	Fuze	/2
	Wdn Box 120MM Base	/ 2 ea	M131	M9A1 Can	x1 ea	K181	Wrench Wirebound	ea / 4
C784	Plate	x1 ea		Top and Btm Sprt	x1 ea		Box	ea
		X. 04		op. c	χ. σα		Fuze	x1
C785	Metal Cntr	x1 ea	M174	Ctg .50 cal	x1 ea	K250	Wrench	ea
		/ 30						/2
	PLT top/btm	ea		Wdn Box	x1 ea		Wdn Box	ea
C876	Fiber Container	x1 ea		M9A1 Can	x1 ea	K765	Metal Can	/ 50 ea
C070	Wirebound	AT Ga		WISAT Call	AT Ga	17703	Plastic	/ 8
	Box	/ 8 ea	M420	Wdn Box	/ 3 ea	K768	Bottle	lbs
	AT4 Expend				/ 50			/5
C995	Tube	x1 ea	M421	Wdn Box	ea		Wdn Box	btls
					/			
	Wdn Box	/ 5 ea		Spool	1000 ea	K866	Expend Container	x1 ea
	VVGIT DUX	/ J &a		Οροσι	/	1,000	Jonanie	- Ca
	155MM				4000			x1
D505	Grommet	x1 ea	M670	Wdn Box	ea	K867	Wdn Box	ea
					/ 500			
D544	Lifting Plug	x1 ea		Mtl Can	ea			
D550	Mtl or Wdn Plt top/btm	/ 8 ea	M766	Wdn Box	/ 300 ea			
5330	Metal	/ U ea	1417 00	Exp Igniter	Ca			
D540	Contianer	/ 2 ea		w/pin	x1 ea			
	Metal			•				
D541	Container	x1 ea	M913	Container	x1 ea			

Residue Chart

(cont)

DODI	Residue		DODI	Residue		DODI	Residue	
С	Item	QTY	С	Item	QTY	С	Item	QTY
					/ 4			x12
C025	75MM ctg	x1 ea	G815	M2A1 Can	ea	MN68	Box	0 ea
	Fiber			M2A1 Can	/ 1			x60
	Container	x1 ea		Repack	ea	MN69	Can	ea
		/ 15		Тор	/ 4			/ 4
	Wdn Box	ea		Support	ea	ML03	Mtl Can	ea
				Bottom	/ 4		M/ L. D.	/72
				Support	ea		Wdn Box	ea
			G878	Pull Ring	x1 ea	ML04	Mtl Can	/6
			G070	M2A1 Can	/ 1	IVILU4	Will Call	ea / 2
				Repack	ea	ML05	Wdn Box	ea
		/ 25		Safety	x1	IVILOO	Wan box	/3
C045	Barrier bag	ea		Lever	ea	ML15	Wdn Box	ea
	_ same as ag							/
	Obturating			Expended	x1			500
	ring	x1 ea		Fuze	ea	ML45	Wdn Box	ea
	J						Expend	
					/ 180		Shock	x1 /
	Plastic Plug	x1 ea		Wdn Box	ea	ML47	Tube	30'
					x1			/ 60
	Breech Plug	x1 ea	G881	Pull Ring	ea		Wdn Box	ea
	5 . 5.			Safety	x1			/ 36
	Dud Plug	x1 ea		Lever	ea	MM50	Can	ea
	Wirebound	/ 100		Fiber	x1		Wda Day	/72
	Box	ea		Container	ea		Wdn Box Expend	ea
	Fiber			M2A1 Can	/ 1		Shock	x1 /
C226	Container	x1 ea		Repack	ea	MN02	Tube	500'
OLLO	Comanion	XI Ou		πορασιτ	/ 30	MITTOL	1 450	x1
	Wdn Box	/ 3 ea		Wdn Box	ea		Spool	ea
					x1		Card Brd	/ 20
C236	Closing Plug	x1 ea	G900	Pull Ring	ea		Box	ea
	Fiber			Safety	x1		Expende	x1
	Container	x1 ea	G929	Lever	ea	MN08	d Igniter	ea
				Fiber	x1		Card Brd	/ 5
	Wdn Box	/ 3 ea	G930	Container	ea		Box	ea
	File				/ 40			/
C270	Fiber	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	C045	Mala Day	/ 16		Mala Day	300
C379	Container	x1 ea	G945	Wdn Box	ea		Wdn Box	ea
	Motal Can	/200	COEO	M2A1 Can	/1	1106	Fiber	x1
	Metal Can	/ 2 ea	G950	Repack	ea	J106	Container	ea

								x1
C440	105MM Ctg	x1 ea	G955				Wdn Box	ea
	Fiber					1.50=4		x1
	Container	x1 ea	G963			K051	Wdn Box	ea
		/ 10					Metal	180
	Wdn Box	ea	G982				Container	ea
	Wan Box	Ju	0002	Expend	/ 8		Bandolee	x1
C511	105MM Ctg	x1 ea	H108	Pod	ea	K139	r	ea
					х	Ï		
	Fiber				4\po		Firing	x1
C520	Container	x1 ea		Skid Assy	d	K143	Device	ea
					X			
	M/ L. D.	/ 0		D: 0 D	4\po	174.45	Firing	x1
	Wdn Box Fiber	/ 2 ea		Pin, Q-R	d v1	K145	Wire	ea / 6
C625	Container	x1 ea		Shorting Plug	x1 ea		Test Set	/6 ea
C023	Mtl Cntr	AT Ga	DODI	Residue	Ca		1631 361	/ 6
	PA154	/ 2 ea	C	Item	QTY		Wdn Box	ea
					x1			x1
C698	4.2" Fiber	x1 ea	M130	Wdn Box	ea	K180	Wdn Box	ea
					x1		Fuze	/2
	Wdn Box	/ 2 ea	M131	M9A1 Can	ea	K181	Wrench	ea
	120MM Base			Top and	x1		Wireboun	/ 4
C784	Plate	x1 ea		Btm Sprt	ea		d Box	ea
0705	Marial Oak		55474	00. 501	x1	1/050	Fuze	x1
C785	Metal Cntr	x1 ea	M174	Ctg .50 cal	ea	K250	Wrench	ea
	PLT top/btm	/ 30 ea		Wdn Box	x1 ea		Wdn Box	/2 ea
	Fiber	Са		VVdii box	x1		Metal	/ 50
C876	Container	x1 ea		M9A1 Can	ea	K765	Can	ea
	Wirebound	/ · · · · ·			/ 3	11100	Plastic	/8
	Box	/ 8 ea	M420	Wdn Box	ea	K768	Bottle	lbs
	AT4 Expend				/ 50			/5
C995	Tube	x1 ea	M421	Wdn Box	ea		Wdn Box	btls
					/		<u>.</u> .	
	Wdo Day	/ 5		Coool	1000	Kocc	Expnd	x1
	Wdn Box	/ 5 ea		Spool	ea	K866	Container	ea
	155MM				4000			x1
D505	Grommet	x1 ea	M670	Wdn Box	ea	K867	Wdn Box	ea
	2.3	7. 04		20%	/ 500	7.007	1.13.1.20.	- 53
D544	Lifting Plug	x1 ea		Mtl Can	ea			
	Mtl or Wdn				/ 300			
D550	Plt top/btm	/ 8 ea	M766	Wdn Box	ea			
D540	Metal	/ 2 ea		Exp Igniter	x1			

	Container			w/pin	ea	
	Metal				x1	
D541	Container	x1 ea	M913	Container	ea	

Residue Chart (cont)

DODI	Residue	_	DODI	Residue	_	DODI	Residue	
С	Item	QTY	С	Item	QTY	С	Item	QTY
	Epnded				/ 30		Expende	x1
L305	Signal Tube	x1 ea	M023	Wdn Box	ea	PB94	d Tube	ea
	Mtl or Plastic				x1			x1
L306	Cntr	x1 ea	M028	Wdn Box	ea	PB96	Wdn Box	ea
		/ 36			/ 192			
L307	Wdn Box	ea	M030	Wdn Box	ea	PB99		
					/ 56			
L311			M032	Wdn Box	ea	PL23		
					x1			
L312			M039	Wdn Box	ea	PM80		
				Metal	x1			
L314				Canister	ea	PU67		
					/ 8			
L324			N248	M2A1 Can	ea	PU68		
		/ 240		Wire Bound	/ 16			
L341	Wdn Box	ea	N276	BX	ea	WF10		
L342			N278			WH05		
								x1
L367			N282			PL90	Mtl Can	ea
							Expnd	x3
L366		ı	N285			PL92	Tube	ea
	Mounting						BCU	x3
L495	Bracket	x1 ea	N286			PL93	Battery	ea
		/ 32						
	Wdn Box	ea	N335			PL95		
		/ 100						
L594	Wdn Box	ea	N340			PL96		
		/ 20						x1
L595	M2A1 Can	ea	N464			PD68	Mtl Can	ea
. 500	W. I. D	/ 30	NIECO	Primer	x1			
L596	Wdn Box	ea	N523	Brass	ea			
L598	Wdn Box	/ 150		Wdn Box	/ 500			

		ea		ea
L599				
L600 L601				
		/ 162		
L602	Wdn Box	ea		
		/ 30		
L592	Wdn Box	ea		

APPENDIX 6H

GLOSSARY

Section I

Abbreviations and Acronyms

AA&E

Arms, Ammunition and Explosives

A&F

Ammunition and Explosives

ACL

Ammunition Combat Load

AFOP

Ammunition Found on Post Recovery Program

AHA

Ammunitions Holding Area

AHTP

Ammunition Holding and Transfer Point

AMCP

Ammunition Management Career Program

AOR

Area of Responsibility

ARIMS

The Army Records Information Management System

ARNG

Army National Guard

ASA

Army Support Activity

ASCC

Army Service Component Command

ASP

Ammunition Supply Point

AVIM

Aviation Intermediate Maintenance Activity

CAD/PAD

Cartridge Actuated Device/Propellant Actuated Device

CALS

Committee for Ammunition Logistics Support

CAM

Centralized Ammunition Management

CAT 1

Category 1

CFR

Code of Federal Regulations

CIIC

Controlled Inventory Item Code

CL

Combat Load

CL V (T)

Class V (training)

CONUS

Continental United States

COR

Contracting Officer's Representative

CTA

Common Table of Allowance

DA

Department of the Army

DPW

Directorate of Public Works

DPTMS

Directorate of Plans, Training, Mobilization, and Security

DOD

Department of Defense

DODAAC

Department of Defense Activity Address Code

DODIC

Department of Defense Identification Code

DOL

Directorate of Logistics

DOSS

Directorate of Supply Services

DOT

Department of Transportation

DRU

Direct Reporting Unit

EOC

Emergency Operations Center

EOD

Explosive Ordnance Disposal

EST

Engagement Skill Trainer

FASP

Field Ammunition Supply Point

FΜ

Field Manual

FOA

Field Operating Agency

FOD

Field Officer of the Day

FPCON

Force Protection Condition

FY

Fiscal Year

GSA

General Services Administration

HAZMAT

Hazardous material

HD

Hazard Division

HQ

Headquarters

HQDA

Headquarters Department of the Army

IAM

Installation Ammunition Manager

ICO

Installation Contracting Officer

IDT

Individual Duty Training

ILO

Installation Legal Officer

IMCOM

Installation Management Command

ISO

Installation Safety Office

JMC

Joint Munitions Command

JMC-CAM

Joint Munitions Command, Centralized Ammunition Management

JMLCMC

Joint Munitions Life Cycle Management Center

LSE

Logistics Support Element

MEC

Mission Event Code

METL

Mission Essential Task List

MIPR

Military Interdepartmental Purchase Request

MOA

Memorandum of Agreement

MSC

Major Subordinate Command

MTOE

Modified Table of Organization and Equipment

NEW

Net Explosive Weight

NCO

Noncommissioned Officer

NCOIC

Noncommissioned Officer in Charge

NICP

National Inventory Control Point

NLAC

National Level Ammunition Capability

NSN

National Stock Number

OCONUS

Outside Continental United States

OJT

On the job training

OPJ

Operational Project

OPL

Operational Project-Likely

OPLAN

Operation Plan

OPLOAD

Operational Load

OPN

Operational Project – Not likely

PBO

Property Book Officer

POD

Port of Debarkation

POP

Performance Orientated Packaging

POTO

Plans, Operations, and Training Officer

PS

Physical Security

QASAS

Quality Assurance Specialist Ammunition Surveillance

RC

Reserve Components

ROTC

Reserve Officers Training Corps

RDD

Required Delivery Date

SAA

Small Arms Ammunition

SAAS

Standard Army Ammunition System

SAAS-ASA

Standard Army Ammunition System-Ammunition Support Activity

SAAS-MOD

Standard Army Ammunition System-Modernized

SCC

Service Component Command

SOW

Statement of Work

SSA

Supply Support Activity

STAMIS

Standard Army Management Information System

STRAC

Standard in Training Commission

TAC

Transportation Account Code

TAMIS

Total Ammunition Management Information System

TAADS

The Army Authorization Document System

TAT

To-Accompany-Troops

TSC

Training Support Center

TMP

Transportation Motor Pool

UIC

Unit Identification Code

USAG

US Army Garrison

USAR

US Army Reserve

Section II

Terms

Allocation

Committee for Ammunition Logistical Support (CALS) apportioned authority for a depot to release munitions material to an ASP. NOTE: not to be confused with unit authorization.

Allotment

Actual depot to ASP shipment or apportioned distribution of allocation

Authorization

a. official authority or legal power to expend ammunition b. an in-kind budget by DODIC for ammunition items. c. the amount of ammunition an organization is authorized to expend in a fiscal year.

Forecast

a. to predict ammunition usage on the basis of correlated unit strength data and training plans; b. a prediction, indication, by customer units of future demand for ammunition, especially estimated demand for ammunition used by supporting supply activity to establish stock level objective

Garrison

The *organization* that provides the BASOPS services and additional installation management tasks to a military community. The garrison may provide services to several installations.

Installation

Any collection of Army owned/occupied *Real Property*; The physical real estate and buildings.

Reconcile

a. to check an account against another for accuracy; b. balance ammunition issue and turn-in transactions and confirm expenditures

Request

a. the act or instance of asking for issue or turn-in of ammunition items; b. 1: a demand made by military authorities for supplies 2: a written request for something authorized but not made available automatically

Requirement

The type and quantity of training ammunition needed to attain and sustain weapon proficiency as determined by the commander's training plan, within STRAC strategies, times authorized MTOE weapons for a stated fiscal year.

CHAPTER 7. FOOD PROGRAM MANAGEMENT OFFICE (FPMO)

7.1 General Food Management Policies and Procedures

- a. **Purpose**. To serve as a guide for managing the food service program; providing policy and guidance on procedures for forecasting, requisitioning, issues, turn-ins, transporting, accountability, physical security, safety, field operations for all subsistence managed by the Directorate of Logistics.
- b. Assistance/Questions. Please call the following points of contact (POC) for answers to anything that needs clarification or if you require assistance in completing paperwork, problems in dining facilities or questions concerning field or remote site feeding. Any questions concerning a contracted dining facilities must be addressed to the COR or ACOR.

Food Program Manager/COR

Alternate Contracting Officer's Representative/QAE

Quality Assurance Specialist

Equipment Replacement

Recipe Costing/Ala Carte Maintenance

307-1041/240-2863
210-7078/239-9263
240-2264/2270
240-2261
240-2261

- c. Food Management Program Office and 1st Infantry Division Partnering. The 1st Infantry Division and the Food Program Management Office have a signed Memorandum of Agreement outlining all individual office and joint responsibilities for the management of the food program for Fort Riley.
- d. **Responsibilities.** The overall management of the Food Program is the responsibility of the Director of Logistics (DOL). This includes all requisitioning, receipt and storage of subsistence, menu planning, sanitation, nutrition, equipment replacement, expendable supplies and contract management.

7.2 Dining Facility Hours of Operation.

- a. All dining facility operating hours will be approved by the Food Program Manager (FPM) prior to implementation by the dining facility.
- b. Any changes to a contract dining facility must be approved by the COR and KO prior to implementation.
- c. All military and contract dining facility schedules will be will be approved by the FPM prior to implementation.
- d. The approved dining facility hours of operation are as follows:
 - (1) MAIN POST: BLDG 251

Mon-Fri

Brk 0600-0900 Continental Brk 0900-0930 Lun 1130-1300

Din 1630-1800 Fri - Din 1530-1730

Weekend & Holidays

vveekend & Holidays

Brk - 0730-0900 Lun 1200-1330 Din 1600-1730

(2) DEVIL'S DEN: BLDG 7011

Mon-Fri

Brk 0630-0900 Lun 1130-1300 Din 1630-1800

Weekends & Holidays

Brunch 0930-1300 Supper 1630-1800

(3) CANTIGNY DINING FACILITY BLDG: 7673

Mon-Fri

Brk 0630-0900 Lun 1130-1300 Din 1700-1830

Weekends & Holidays

Brunch 0930-1300 Supper 1600–1730

(4) DRAGON'S LAIR: BLDG 8063

Mon-Fri

Brk 0630-0900 Lun 1130-1300 Din 1630-1800

Weekends & Holidays

Brunch 0930-1300 Supper 1600-1730

(5) Demon's Diner: BLDG 694

Mon-Thu

Brk 0730-0900 Lun 1100-1300 Din 1630-1800 Fri Din 1630-1800

Weekends & Holiday

Brunch 0930-1300 Supper 1600-1730

e. When closing for the weekend or a holiday all military dining facilities will close after the lunch meal.

7.3 Ala Carte Menu Planning and Recipe Updates with Cost.

7.3.1 Ala Carte Menu Board:

An Ala Carte Menu Board will be established under the Food Program Management Office.

- a. The menu board will consist of the FPM, Command Food Advisor, affected Brigade Food Service Technician, Ala Carte dining facility managers and the contract Project Manager.
- b. Menu board will meet quarterly.
- c. All recipes will be maintained in accordance with AR 30-22.
- d. All recipe costs will be monthly.

- e. All Point of Sale pricing will be updated quarterly unless the situation dictates a change.
- f. Prices will be updated in the presence of the Recipe administrator.
- g. After all prices have been updated at the dining facility the manager and the AFMIS specialist will sign the updated price list, providing one copy to the dining facility and one to the FPMO.

7.3.2 Recipe Additions or Modifications:

- All requested changes to any recipe will be evaluated and approved through the FPM.
- Additions or changes to all recipes will be subjected to the following guidelines:
 - (1) Change must provide Recipe Number to include alphabetic designator. New recipes must include category of entree.
 - (2) Item(s) to be changed and justification for requesting modification.
 - (3) Additions will not be done without prior approval of the FPM.
 - (4) Recipes will not be generated for individual dining facilities based on that individual facility usage
 - (5) Items must be available through the TISA for addition
 - (6) Recipe cards will not be changed if said item severely deters away from the basic nutritional values that are outlined in TB 10-412
 - (7) Recipe preparation instructions will not be changed if it deters away from instructions outlined for pre-prepared items.
 - (8) Requested changes will not obligate the installation FPM to approve the purchase of a specific product if it is not cost effective.
 - (9) Ala Carte facility managers will not adjust pricing of an item without consulting with the FPM unless that item is visibly mispriced and there is an immediate need to re-price.
 - (10)Food program managers and/or administrative personnel will be directly involved in rectifying recipe card issues this prevents overlapping request which reduce or eliminate wasted time and effort.

- c. Dining Facilities may test non-AFMIS recipes only 3 (three) times. After the 3d testing the recipe must be added to AFMIS or no longer used by the facility.
- d. Any recipes requiring specialty products must be approved by the FPM prior to ordering through TISA. All products served routinely will have recipes established within AFMIS.

7.4 Field Account Requests.

7.4.1 Establishing a Field Account

- a. Troop Issue Subsistence Activity (TISA) provides subsistence directly to units (company and battalion exercises) and to ration break point for Brigade sized training exercises. The Food Advisor shall open and close all Brigade size account to meet regulatory guidelines. The following are the basic requirements for obtaining a subsistence account at TISA to support unit field training.
- b. Submit a letter of intent in memorandum format 30 days prior to the first issue day through Division Food Service and thru DOL Food Service to TISA. The Letter of Intent (See ration forecast, **Figure 7a**) shall include the nature of requirement, ration cycle (by day), location, number of personnel (strength and feeder report), and inclusive dates for your training event. Be exact when you state which meal is first and last along when you will like to have your steak meal which is authorize every ten days; the following attachments will be included: (See DOL SOP **5.2** c)
- c. TISA food service representative, will help you to place your request, therefore you do not need any other forms. Ask TISA about supplement items, milk percentages, and bread percentages. They can answer all questions and get you on track.
- d. MREs are ordered by cases/boxes. Always round up to the next case to meet requirements.
- e. Failure to submit paperwork on time may result in delays in issue and shortages of subsistence items, particularly perishables.
- f. Any unit establishing a field account must be prepared to make one pickup on ration days.

7.4.2 Close Out a Field Account

- a. A consolidated DA Form 5913-R. Strength and Feeder Report, will be submitted to TISA at the end of the training exercise.
- b. Changes to subsistence requests (increases or decreases in headcount) are to be submitted in writing once notified. The unit commander or FSO are the only personnel authorized to make verbal changes and must submit changes in writing within 24 hours.

c. Verify AR 30-22, Chapter 4 for any situation not covered by this section of the SOP.

7.5 Warming and Cooling Beverage in Support of Training.

- a. Warming/Cooling Beverages are funded through a special food allowance for participants in field training exercises. This training includes support to local training facilities, exercises and firing ranges. Warming/Cooling Beverages may be requested for other than normal operations requiring soldiers to participate in emergency operations.
- b. The Food Operations Sergeant (FOS) of the unit conducting the training will submit requests for warming beverages along when establishing a field account and submit their request through the Brigade Food Advisor through DOL Program Management Office to the Troop Issue Subsistence Activity (TISA), (See Figure 7b) and DA Form 3I61 (See Figure 7c).
- c. Food items drawn for warming and cooling beverages, but not used, will be transferred to the supporting dining facility.
- d. Items authorize for issue as warming and cooling beverages are as follows.
- e. Warming items will include Coffee, Tea, Soup, Cocoa, Sugar, Sugar Substitute, Crackers and Creamer.
- f.Cooling items may include Beverage Base Powder Mix, Gator Ade and Sugar.
- g. Additional items authorized for use with warming and cooling are energy bars (Hooah, Harvest), fresh fruit
- h. Any DA Forms 3161 requesting Warming/Cooling Beverages not signed by a designated representative (See <u>Figure 7c</u>) or the DOL Food Service staff will not be processed by TISA.
- i. Dining facilities requesting warming/cooling beverages must submit their request no later than 72 hours prior to the consumption date so that TISA has enough time to obtain the items from prime vendor being that TISA does not maintain a stock on hand.

7.6. Meal Card Books Issue/Cash Meal Payment Books Validation and Turn In.

- 7.6.1. Meal Card Book Issue/Validation/Turn in.
- a. The Battalion or Separate unit Meal Card Control Officer (MCCO) requesting the Meal Card Book must provide in the following to the Installation Meal Card Control Book Control Officer (BCO):
 - (1) Assumption of Command Orders.

- (2) Appointment Orders.
- (3) DA Form 1687, Signature Card.
- b. The MCCO will request in writing all Meal Card Books.
- c. The MCCO will provide annually provide a written validation of all valid/outstanding meal cards in each Meal Card Control Book. This report will be effective 31 December of the current year and due by the 10th day of January.
- d. All completed books will be returned to the BCO for destruction prior to the BCO will review all documents forwarded with the book to ensure that all 200 cards have been annotated as inactive, lost, stolen or destroyed on DA Form 4809R When all cards from a book have become destroyed, lost or stolen, the book will be returned within 5 duty days by the MCCO to the BCO.
- e. When a new MCCO is appointed, an inventory of all Meal Card Control Books will be provided to the BCO along with items 7.6.1. a 1 3 and paragraph 7.6.1. c and DA Form 3161.
- f. Establish procedures for obtaining and disseminating to dining facilities the number of meal cards reported lost or stolen and ensure that the data is updated weekly. In addition, establish procedures for handling cases of fraudulently using a card.
- g. The MCCO and Alternate MCCO are the only personnel authorized access to the meal card control books, sign and destroy the meal cards and make sure they are safeguarded by locking them in a safe or file cabinet with a lock. Meal Card Controllers must be appointed in writing to issue and withdraw meal cards. They must be in the grade of E4 and above.
- h. Procedures to replace and report lost or stolen meal cards.
 - (1) When unit MCCO/MCC has to replace lost or stolen meal card(s), they shall follow the procedures outlined in Rules 6 and/or 17 of AR600-38 and annotate DA Form 4809-R for lost or stolen meal card and only then issue a new permanent meal card.
 - (2) Government representatives from the BCO office are authorized to confiscate mutilated, fraudulent, and unauthorized usage meal cards and report any individual presenting the card to their assigned unit.
 - (3) MCCO / MCC will ensure updated data on lost or stolen cards is provided at least weekly to the BCO office. The lost or stolen meal card numbers will remain on the MCCO/MCC's record book for four

weeks and then be dropped. A written report via memorandum, of meal cards reported lost or stolen shall be reported via e-mail or hand carried to the BCO office with the individuals name, card number and date it was lost or stolen.

7.6.2. Cash Meal Payment Book Issue/Validation/Turn-In.

- a. The Battalion or Separate unit Food Service Officer (FSO) requesting the Cash Meal Payment Books must provide the following to the Installation Cash Meal Payment Book Officer (BCO):
 - (1) Assumption of Command Orders.
 - (2) Appointment Orders.
 - (3) DA Form 1687, Signature Card.
- b. The FSO will request in writing all Cash Meal Payment Books.\
- c. The FSO will return all open books for validation by the BCO on 30 September for the Fiscal Year.
- d. All completed books will be returned to the BCO for destruction when all sheets have been closed.
- e. When a new FSO is appointed, all Cash Meal Payment Books will be returned to the BCO for reissue.
- f. Completed cash books will be turned into the DOSS Food Service Manager office within 5 working days.

7.7. Forecasting Requirements for Dining Facility Support.

- a. For units requesting support (Class I) from a garrison dining facility, all subsistence (A-rations, box or sack lunches, MRE's, and late or early meal requests) requirements will be requested on a standard memorandum request form (see <u>Figure 7d</u>). The memorandum must include, as a minimum, the following:
 - (1) Unit
 - (2) Nature of requirement (I.E. range or FTX).
 - (3) Date and time meals are required.
 - (4) Total number of meals required.
 - (5) Total number of meal cardholders (SIK).

- (6) Total number of cash or payroll deduction (DFAS).
- (7) Name and grade of individual designated to pick up meals.
- (8) Name and grade of point of contact individual.
- (9) Commander and S-1 officer signature and unit.
- (10)All requests need original signatures.
- b. Requests for A-ration or sack lunch support will be forwarded by the commander of the unit requesting support 14 working days prior to the required day of pickup. Requests for MRE's will be 10 working days prior to the date of pickup.
- c. All requests that require DFAS (BAS recoupment) action will be processed through S-1 and must be signed by the S-1 Officer. The S-1 will verify personnel receiving Basic Allowance for Subsistence (BAS), and those receiving Subsistence in Kind (SIK or Meal Card Holders). After verification, the S-1 will return the memorandum to the requesting commander. The commander will forward the request to the Dining Facility for action.
- d. Short notice field training still require the commander to follow the guidelines outlined in DA PAM 30-22, Chapter 4.
- e. It is the receiving unit's responsibility to provide all paper products such as plates, flatware, etc.
- f. The unit receiving support will return all remote site feeding containers and beverage dispensers as quickly as possible to allow for cleaning and sanitizing prior to the next meal to be issued.
- g. When there is a deviation in excess of 10% between the meals requested and the actual headcount, an investigation will be conducted by the commander of the Dining Facility to determine the cause and take appropriate action.

7.8. Inventory Management.

- a. The semiannual inventories will take place on the last working day of March and September on the last day of the month.
- b. All semiannual inventory verification personnel will be designated, in writing by the Garrison Commander or is authorized representative.

- c. Individuals selected to conduct inventories will not be selected more than once per FY.
- d. The person designated shall be a disinterested person (an officer, DA civilian, or noncommissioned officer (NCO) in the grade of E-7 or above).
- e. Dining facility personnel will not be utilized to conduct the semiannual inventories.

7.9. Expendable Supplies.

a. Requesting Supplies.

- (1) All food service equipment requests will be turned into Supply Service Section, at Bldg 8100, on the date of the request, from Monday through Fridays.
- (2) Dining Facility Managers will provide a memorandum base with each make such as model/ Size/Qty/ and type of electricity i.e. 220, or 110, or phase. It is extremely important that the description of the equipment be accurate. This will ensure accurate data for the budget request and availability of funds for the acquisition of dining facility. (See Figure 7-1). Any request to purchase equipment will be verified by the Food Program Manager.
- (3) Review the Acquisition Advice Code (AAC) shown in column 4 on FEDLOG. Items with an AAC of K, L or J and items not listed in the FEDLOG are automatically eligible for local purchase.

b. Receiving Supplies.

- (1) The food program equipment personal will notify customers immediately upon equipment arriving into bldg 7920, Envision or 8100. Customers will pick up supplies within 72 hours of notification.
- (2) Dining Facility Managers wishing to designate personnel as authorized representative to request and or sign for supplies will send a completed DA Form 1687. The original copy will be maintained at Building 8100, Food Program Management Office.
- (3) Customers picking up supplies will report to Building 8100, FPMO. Only Individuals that designated on a DA Form 1687 will be authorized to receive supplies. Newly designated Dining Facility Managers will provide a copy of the Commander's Assumption of Command orders, Appointment orders as the DFM and DA Form 1687 for all authorized personnel receiving supplies to the FPMO.

7.10. Equipment Replacement.

- a. All contracted and military food operations personnel are responsible for the proper use, care, and physical protection of Government-owned property entrusted to their possession, command, or supervision.
- b. Accuracy of data input into AFMIS is paramount in ensuring dining facility equipment budgets are accurate. All equipment data must include manufacturer, model number, cost at the time purchase, voltage (phase required and voltage type), gas, dimensions where possible.
- c. Dining facility managers must input into AFMIS (Army Food Management Information System) all equipment within the dining facility. This will allow the supporting agencies essential data used in identifying equipment that becomes uneconomically reparable due to life expectancy.

7.11. Equipment Turn In.

- a. Request for turn-in of property will be prepared using DA Forms 2407/5504 (Maintenance Request) as shown in Figure 2-3. Make sure that the stock number, lin # are listed on the maintenance request.
- b. All property book items, whether serviceable or unserviceable, must receive a technical inspection and condition code validation prior to being turned in to the Supply Management Branch at Building 8100. Once the item or items have been coded out by maintenance bring your copy of the work order DA Forms 2407/5504 to Building 8100, to the FPMO.
- c. Once the item or items have been coded out by maintenance at Bldg 8100 bring your copy of the work order DA Forms 2407/5504 to the Food Service and Supply section at Bldg 8100. Once the maintenance request form has been verified a document number will be issued on your DD Form1348-1A (if customer is authorized on DA Form 1687 turn in document for DRMO.
- d. If the property has been coded "F or H", prepare a DD Form 1348-1A. On single managed items of like items you may put as many as possible. You must list the serial number from the hand receipt for each item on the DD Form 1348-1A (if there is one). Also, make sure the stock number, LIN and hand receipt number are listed on the DD Form 1348-1A. Bring your DD Form 1348-1A, accompanied by the maintenance request for verification of condition code.
- e. For local purchase numbers, (those with a letter in the number) DRMO requires that you type a DML-A and RC-O on each DD Form1348-1A turn in document.
- f. After turn in is complete bring a signed copy of the DD Form 1348-1A DRMO gives you to the FPMO. At this time the FPMO will file a copy and turn in the original copy to ICPBO.

7.12. Mandatory Reports.

- a. Five working days after the last day of the month, the following packet will be turned into the food service management office:
 - (1) AJK-A002-1, Earnings and Expenditures Report, signed by a TISA representative.
 - (2) AJK-1005-1, Accountable Inventory Report, signed by the Dining Facility Manager and Rations NCOIC. Contract dining facilities will have the report signed by the Dining Facility Manager and the contract Project Manager or alternate.
 - (3) Remote Site Feeding Report, local form, (see <u>Figure 7e</u>) signed by the DFAC Manager and the Food Service Technician or their designated representative. Contract dining facilities will have the report signed by the Dining Facility Manager and the contract Project Manager or alternate.
 - (4) Maintenance Request Register, DA Form 2405 with blocks a h (see Figure 7f) completed for all work orders called in for repair. All repairs found and completed by Public Works during routine maintenance will be recorded minus column a for the work order number. Documents will be signed by the Dining Facility Manager. Contract dining facilities will have the report signed by the Dining Facility Manager and the contract Project Manager or alternate. All original DA Form 2405s will be maintained within the dining facilities.
 - (5) Employee accident reports on all civilians.
 - (6) Employee status each month.
- b. A copy of the monthly preventative medicine and veterinarian inspections.
- c. Receive weekly QAE reports conducted by the contractor QAE, the original survey report taken by the diner.
- d. A copy of the monthly employees training conducted.
- e. Notification submitted on all dining facility closures prior to closure date.

7.13. Headcount/Cashier Operating Procedures.

- a. The Cashier is responsible for accurately charging for all meal items purchased by authorized personnel eating in the dining facility.
 - (1) All Cashiers will report to the dining facility fifteen minutes prior to serving time.

- (2) Cashiers will not smoke eat or drink while performing cashier duties.
- (3) Cashiers will not leave the dining facility until properly released by the Dining Facility Manager (DFM) or his designated representative.
- b. Duties of the Cashier prior to Meal Service.
 - (1) Count their Cash Drawer to ensure they have the correct Change Fund.
 - (2) Sign for the Change Fund on the DA Form 3546 (Control Record for Dining Facilities DD Form 1544) from the DFM or his designated representative column a.
 - (3) Prior to signing in it is recommended that the cashier check out the serving line to familiarize themselves with the items being served for that meal.
 - (4) Follow cashier instructions for signing on to the cash registers.
- c. Duties of the Cashier throughout Meal Service.
 - (1) Cashiers will verify the identification of all customers. Customers not meeting the requirements of paragraph (2) will be told they cannot subsist within the dining facility. Soldiers in uniform are not required to show identification. DA PAM 30-22 Appendix D, D-3 requires the Meal Card be verified with the Identification Card when not in uniform.
 - (2) Customers authorized to subsist in the dining facility are as follows:
 - a. SIK Meal Card Holder.
 - b. Active Duty Service Members.
 - c. Department of the Army Civilian with an approved ID card.
 - d. Active Duty dependents with an approved ID card.
 - e. Retirees with an approved ID card and their family members.
 - f. Civilian Non-Government ID card Holder (Approved Guest).
 - (3) Cashiers will follow the procedures below for POS input by category:
 - a. SIK Meal Card Holder: Push course selection & 1 item. Have customer input SSN into number pad, hit SIK Record Transaction and then OK.

- b. Department of the Army Civilian, Retirees, Dependents and Military Paying Cash with an approved ID card: Push Course selection & items. Push record Transaction, hit Print Receipt enter Amount Tender then OK when a receipt is requested by the customer.
- c. Civilian Non-Government ID Card Holder (Approved Guest): Push course selection & item. If Diner is Civilian paying cash enter Non-Card. In category area push CIV, BAS, enter number of diners, and then enter the close. Push record Transaction, hit Print Receipt enter Amount Tender then OK when a receipt is requested by the customer.
- d. Duties of the Cashier after the Meal Service.
 - (1) Cashiers will verify the cash amount received by customers.
 - (2) Point of Sale Receipt will be printed for total dollar amount of sales.
 - (3) Cash will be turned into Dining Facility Manager or his designated representative. Cash will be verified by both parties at time of turn in.
 - (4) Any discrepancies will be identified at the time of turn in.
 - (5) Cash will be returned to the DFM or their designated representative.
 - (6) When manual cash collection procedures are utilized the DD Form 1544 will be signed out and in using the DA Form 3546 (Control Record for Dining Facility DD Form 1544). Cash will be verified against the DD Form1544, closed per DA PAM 30-22 and any discrepancies annotated in the remarks block.

7.14. Cash Turn-In Vouchers/Deposit Slips.

- a. A copy of cash vouchers will be turned into the DOSS Food Service Manager office (building 409, room# 231) by voucher's sequence numbers (five copies will be turned at the DOSS food service office with the bank receipts for each turn in. FPMO personnel have the approving authority to verify, initial and receive cash vouchers. The cash collection voucher number that is required in the upper right corner of the DA Form 1131 will be the control number from the deposit ticket.
- b. Whenever a dining facility is required to void a DA Form 1131 in AFMIS a memorandum for record will be provided to the FPMO by the FSO immediately or if you have any questions contact DOSS Food Service Manager Office.
- c. Whenever there is a cash turn using DA Form 1544 make a turn in separated from the POS.

d. Units have one business day for depositing money to bank, and all paperwork being turned in to the DOSS Food Service Manager building 409 room #231for tracking purposes.

7.15. Missing/KIA Soldier Table Display.

- a. The table displayed in each dining facility will contain as a minimum the following items for the table. The following items will be funded by DOL for the missing soldier table.
 - (1) The TABLE set for one is small symbolizing the frailty of one prisoner alone against his oppressors.
 - (2) The TABLECLOTH is white symbolizing the purity of their intentions to respond to their country's call to arms.
 - (3) The DINNER PLATE is white- symbolizing the purity of their motives when answering the call to duty.
 - (4) The SILVERWARE- which consists of one of each item- butter knife and teaspoon on the right, and dinner fork on the left.
 - (5) The GLASS is inverted they cannot toast with us this night.
 - (6) The CHAIR the chair is empty they are not here.
 - b. Each dining facility may add their own personal touch by adding their choice of items such as red ribbon, a single rose, a small vase, Bible, Slice of lemon, a pinch of salt, cloth napkin, American flag, a candle and anything else that your dining facility would like to display.
 - c. All items will be kept clean and neat at all times. Any items that are needed to be replaced must be submitted on a memorandum to Food Program Management Office.

7.16. End of Month Reports.

- a. The following reports will be submitted by all dining facilities at the end of each month after all accounts have been closed.
 - (1) AJK-A002-1, Earnings and Expenditures Report, signed by a TISA representative.
 - (2) AJK-1005-1, Accountable Inventory Report, signed by the Dining Facility Manager and Rations NCOIC. Contract dining facilities will have the report signed by the Dining Facility Manager and the contract Project Manager or alternate.

- (3) Remote Site Feeding Report, local form, (see <u>Figure 7e</u>) signed by the DFAC Manager and the Food Service Technician or their designated representative. Contract dining facilities will have the report signed by the Dining Facility Manager and the contract Project Manager or alternate.
- (4) Maintenance Request Register, DA Form 2405 with blocks a h (see Figure 7f) completed for all work orders called in for repair. All repairs found and completed by Public Works during routine maintenance will be recorded minus column a for the work order number. Documents will be signed by the Dining Facility Manager. Contract dining facilities will have the report signed by the Dining Facility Manager and the contract Project Manager or alternate. All original DA Form 2405s will be maintained within the dining facilities.

Figure 7a Letter of Intent



DEPARTMENT OF THE ARMY

UNIT IDENTIFICATION FORT RILEY, KAN SAMPLE

REPLY TO ATTENTION OF: Unit ID

MEMORANDUM THRU

13-Oct-10

Brigade Food Service, CW4 Smith

DOL Food Service, Mr. Harder, FPM_____

FOR: TISA, Mrs. Reed, SSM_

SUBJECT: Letter Of Intent

Request to establish a field account for HHC 937th ENG Group from 10 Jun 08 until 20 Jun 08

1. Type of subsistence required:

Consumption	BRK	LUN	DIN	Date/Time
Date	MEAL	MEAL	MEAL	Pick-up
	UGR		UGR	9 JUN
10 JUN 08	A-Rations	MREs	A-Rations	08/0730

2. Information required:

- a) Nature of requirement Brigade Gunnery exercise.
- b) Number of personnel to be supported 100.

 (1) Meal Card Holders (SIK)
 50

 (2) Cash
 0

 (3) FAO
 50

 (4) Total
 100

c) Dinner on 10 Jun 08 our first meal and Breakfast 20 Jun 08 last.

Request a Steak Meal on 19 Jun 08

Reduce UHT Milk to 50% no strawberry milk

Reduce all produce to 50%

MRE should be pick up with UGR-A

Request White and Wheat Bread

d) Finance and Account Office action(s) has been submitted to Finance and Account Office for all personnel requiring FAO action will be submitted to the Personnel Administrative Center (S-1 Officer) prior to being submitted to the FSO.

Name/Signature: <u>LT Admin(</u>Signature is required only when FAO action is

required)

Unit: Unit ID

ADJUTANT, S-1

- 3. Individual designated to pick up meals <u>SSG John Doe</u> NAME & GRADE
- 5. The undersigned is aware that if there is any deviation between the meals requested and the actual headcount an investigation will be conducted by the commander of the unit, IAW AR 30-22, Para 3-36
- 4. Point of contact for this request CPT JOHN DOE 239-XXXX

JOHN DOE CPT, QM Commanding

Figure 7b Request for Warming and Cooling Beverages

THE WORK OF THE PARTY OF THE PA	UN	IT IDENTIFIC RILEY, KAN		
MEMORANDUM	1 THRU			13-Oct-10
Brigade Food Se	ervice, CW4 Smith			
DOL Food Servi	ce, Mr. Harder, FPM			
FOR: TISA, Mrs	s. Reed, SSM			
SUBJECT: Req	uest for Warmer and Coole	er Beverages	, Per AR 30-22, Pa	ıra 4-8
1. Type of subs	istence required:			
Consumption Date	Requirement		Date/Time Pick-	
29 JUN 08	Soup/Coffee/Kool-Aid/Co	ocoa	up 28 JUN/0700	
]
				_
2. Information re	equired:			J
e) Nature of	requirement Rifle Range.			
f) Number of	of personnel to be supporte	d <u>100</u> .		
3. Individual de	signated to pick up meals <u>s</u> NAME &		<u>0e</u>	
4. POC for this	action is SSG John @ 6-3	782.		
		JOHN, DOR CPT, QM Commandin		
Individual receiv	ing request	D	ate	

Figure 7c Warming and Cooling Beverage List

WARMING BEVERAGES

	ITEMS	STOCK NUMBER	UNIT OF ISSUE	AVERAGE COST SERVING
1	CRACKERS		PER BOX	\$0.05
2	SOUP, CHICKEN NOODLE		PER CAN	
3	SOUP, MIX VEGETABLE		PER CAN	\$0.17
4	SOUP, MINESTRONE		PER CAN	
5	CREAMER, INDV PCK		HUNDRED	\$0.01
6	SUGAR, PACKETS, WHITE		HUNDRED	\$0.01
7	COFFEE GROUNDS		PACKAGE	\$0.09
8	COCOA BEVERAGE PWD		PER CASE	\$0.12
9	FRESH FRUIT (APPLES 88/ORANGES 88)		PER CASE	\$0.12
	·			\$0.45

COOLING BEVERAGES

	ITEMS	STOCK NUMBER	UNIT OF ISSUE	AVERAGE COST SERVING
1	BEVERAGE BASE, CHERRY		BOX	
2	BEVERAGE BASE, FRUIT PUNCH		BOX	\$0.04
3	BEVERAGE BASE, LEMONADE		BOX	φυ.υ4
4	BEVERAGE BASE, GRAPE		BOX	
5	SUGAR, 10 LB BAG		10 # BAG	\$0.01
8	COCOA BEVERAGE PWD		PER CASE	\$0.12
9	FRESH FRUIT (APPLES/ORANGES)		PER CASE	\$0.12
10	GATORADE VARIETY PACK		CASE	\$0.15
11	FRESH FRUIT (APPLES 88/ORANGES 88)		PER CASE	\$0.12

Gatorade Beverage base per case contains 32 plastic packages. Each package (21 oz) yield is 2.5 gallons. The 32 packages make's 80 gallons. 80 gallons equals 512 - 20oz servings.

\$0.56

The warming and cooling beverage list is subject to change at the discretion of the Food Program Manager and Command Food Advisor.

Figure 7d Request for Dining Facility Support



DEPARTMENT OF THE ARMY HHC, 43D AREA SUPPORT GROUP Fort Riley, Kansas 66442

SAMPLE			

REPLY TO ATTENTION OF:

MEMORANDUM THRU

13-Oct-10

Food Service Advisor, CW2 Campbell

FOR: Dining Facility Manager, <u>SFC Sims</u>

SUBJECT: Request for Garrison Supported Field Feeding Request, Per AR 30-22 3-36, and DA Pam 30-22, Para 3-25, 3-50 & 4-3

4. Type of subsistence required:

Consumption Date	BRK MEAL	LUN MEAL	DIN MEAL	Date/Time Pick-up
29 JAN 02	A-Rations	MREs		29 JAN/0645

- 5. Information required:
 - g) Nature of requirement M16 RANGE.
 - h) Breakdown of personnel.

(4) Meal Card Holders (SIK)	<u>45</u>
(5) Cash	<u>4</u>
(6) FAO	
(7) Total	49

(a) Finance and Account Office action(s) has been submitted to Finance and Account Office for all personnel requiring FAO action will be submitted to the Personnel Administrative Center (S-1 Officer) prior to being submitted to the FSO.

Name/Signature:

LT Admin(Signature is required only when FAO action is

required)

Unit: HHC, 43D ASG

ADJUTANT, S-1

6. Individual designated to pick up meals SGT HUNGRY

NAME & GRADE

- 7. POC for this action is SGT HUNGER @ 6-3782.
- 8. The undersigned is aware that if there is a difference in excess of 10% or 5 meals (whichever is greater) of the meals requested and the actual headcount as reflected on the headcount forms, a Report of Survey will be initiated IAW AR 30-1, Para 7-12 and 7-12f.

JOHNNY SUPPORT CPT, QM Commanding

Individual receiving request at Dining Facility	Date	

Figure 7e Remote Site Feeding Report

OFFICE SYMBOL

SUBJECT: Dining Facility Remote Site Feeding Report (BXXXX)

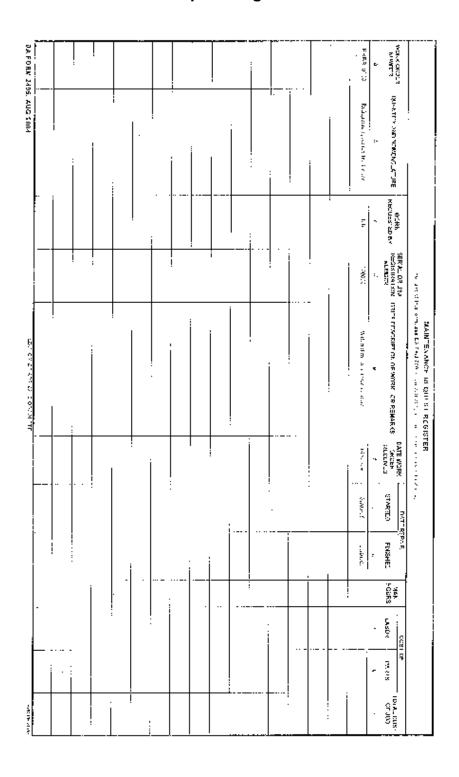
1. Remote site feeding was provided by the dining facility for the following units on the date indicated:

		NUMBE	R OF ME	ALS	TOTAL MEALS PROVIDED
DATE	UNIT	BREAKFAST	LUNCH	DINNER	3500
1/15/09	2/1 FA 5TH	150	200	150	
1/20/09	BCT	1000	1000	1000	

2. Point of contact for this request the Dining Facility Manager at 239-XXXX.

JOHN DOE Dining Facility Manager

Figure 7f DA Form 2405 Maintenance Request Register



CHAPTER 8. CLASS III BULK PETROLEUM PRODUCTS

8.1 General Class II Bulk Petroleum Policies and Procedures.

- a. Purpose. This document establishes policies, responsibilities, and procedures or managing and accounting of bulk petroleum on Fort Riley.
- b. References: Except as otherwise noted below, publications and forms are available at the Army Publishing Directorate (APD) Website at http://www.apd.army.mil//whs/directives). Publications and forms not located on APD are listed with their source.
- c. Suggested Improvements. The proponent of this document is the Directorate of Logistics (DOL). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Directorate of Logistics, 1st Infantry Division and Fort Riley, ATTN: IMWE-RLY-LGS, Fort Riley, KS 66442-5936.
- d. Applicability. These procedures apply to all personnel, units, and activities supported by Fort Riley.
- e. Supplementation. Supplementation of this document requires coordination with DOL.

8.2 General Policies.

- a. The Director of Logistics (DOL) manages Defense Energy Support Center's fuel at the Tank Farm and at the Transportation Motor Pool (TMP) Fuel Point. The point of sale occurs at the point of issue. DOL accounts for bulk fuel using the Automated Fuel Service Station (AFSS), Fuel Manager Defense (FMD) and DOD Fuel Master Advanced Enhanced (DoDFM AE). DOL uses contractors to operate the Tank Farm and the TMP Fuel Point. Contractors receive, store, and issue bulk fuel and conduct causative research of the same.
- b. The DOL, Supply and Services Division is the central point of contact for Class III Bulk issues.
- c. Since units do not have bulk storage tanks, their fuel is stored in either Heavy Expanded Mobility Tactical Trucks (HEMTTs), fuel tankers, or tank and pump units (TPUs). Units will consider these vehicles and TPUs as bulk storage and account for them in accordance with AR 710-2 and DA Pam 710-2-1.
- d. Bottom loading is Fort Riley's fuel loading standard. All bulk fuel vehicles must be equipped with bottom load fueling capabilities.
 - e. The POL Tank Farm will not accept any fuel turn-ins from units.

f. For MTOE units, bulk petroleum issue, receipts, and inventory reports will be made at the company/user level and consolidated at the battalion level. The consolidated reports will be forwarded to G4 by the 15th of each month.

8.3 Responsibilities.

a. The DOL is responsible for the Tank Farm and the TMP Fuel Point. The Tank Farm is located at 8311 1st Division Road on Custer Hill. The TMP Fuel Point is located at 388 Dickman Avenue on Main Post. The FMD which is used to account for fuel and billing and Prokee (Vehicle Information Link Keys) management is located at 7920 Apennines Drive (Star Building) on Custer Hill. The Installation Fuel Accountable Officer is located at 7920 Apennines Drive on Custer Hill. The hours of operation and points of contact are as follows:

Hours of Operation

POL Tank Farm Monday through Friday, 0730-1600

Weekends and after duty hours are by appointment

TMP Monday through Friday, 0730-1600

Open 24/7 for Prokee use

FAS and PROKEE Monday through Friday, 0730-1600

By appointment only

Points of Contact

POL Tank Farm Contractor, 239-5624

TMP TMP Fuel Point, 239-2519

Contactor Officer Representative, 239-5249

FAS and PROKEE Fuel Accounting, 239-1917

Accountable Officer, 239-5249

- b. Unit Commanders who request and receive bulk petroleum will:
- (1) Designate in writing a responsible individual, SSG/E6 or above, to maintain control of all fuels and to provide audit trails for the same IAW DA Pam 710-2-1, Section IV Bulk Petroleum Accountability.

- (2) Ensure petroleum-handling personnel are trained in safe and proper fuel procedures.
- (3) Ensure that the fuel standing operating procedures (SOP) are published and provided to personnel who handle the account for bulk fuels.
 - c. Unit Class III Responsible Person(s) will:
 - (1) Prepare and provide to each subordinate element detailed SOPs that:
- (a) Designate responsibility for the receipt, storage, issue, quality surveillance, recycling, disposal, and safeguarding of POL products.
- (b) Contain sufficient information and guidance to preclude unauthorized appropriation, use, and disposal of POL products.
- (2) Ensure required forms are used to maintain accountability per paragraph 9.
- (3) Ensure monthly inventory reports are properly completed and forwarded per paragraph 11.
- (4) Ensure required sampling and testing are accomplished IAW AR 710-2, Supply Below the National Level, Appendix C Petroleum Quality Surveillance and Technical Assistance Program.
 - (a) Required sampling equipment is on hand and available to personnel.
- (b) Millipore quick connect couplers are installed, when applicable, and used to perform the preferred (quick connect adapter permanently installed in the fuel line) method of verifying filter effectiveness.
 - (c) Personnel taking samples are properly trained (MOS of 92F).
- (d) Samples are packaged and submitted for transportation to servicing laboratory within 72 hours.
- (e) Laboratory findings and recommendations are acted upon without delay.
- (f) Maintain a sample log and record laboratory findings in accordance with DA Pam 710-2-1 Chapter 12 Petroleum Management, paragraph 12-32 (Sample submission log).
- (5) Ensure personnel complete the required training outlined in paragraph 8 prior to handling or transporting bulk petroleum.

- **8.4 Required Training.** Bulk POL handlers require the following training prior to handling or transporting bulk POL:
- a. For Military Occupational Specialty (MOS) 92F, Petroleum Supply Specialist, the commander will document that the individual is a 92F on their DD Form 1902, Certification of Qualification, and has received hazardous material training. Training may be received at the units' driver classes or any formal school. Training in transporting hazardous materials will be consistent with Code of Federal Regulations (CFR) Title 49 Transportation, Chapter 1 Pipeline and Hazardous Materials Safety Administration, Part 171 General Information, Regulations, and Definitions. This CFR 49 reference is located at part 171, title 49. Military vehicle operators must meet the licensing requirements in AR 600-55, The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing), paragraph 2-3, and must receive, as a minimum, introductory or familiarization training in the following areas
 - (1) Definition of hazardous materials.
 - (2) Placard requirements.
 - (3) Handling (loading and unloading) hazardous materials.
- (4) Regulations and procedures pertaining to transporting hazardous materials.
 - (5) Operation of emergency equipment to include fire extinguishers.
 - (6) Forms and records (including accident reporting).
 - (7) Blocking and bracing.
 - (8) Emergency response procedures (for example, spillage).
 - (9) Vehicle parking rules.
 - (10) Route selection.
 - (11) Host nation requirements.
- b. Document the completion of hazardous training on an OF 346, US Government Motor Vehicle Operator's Identification Card, or equivalent or DD Form 1902, Certificate of Qualification.
- c. Fort Riley non-MOS 92F personnel must complete the Fuel Handler's Course, which includes hazardous materials training, from the Troop School. Reserve Component, non-MOS 92F, must complete a formal Fuel Handler's Course. Fuel Handler's Training will be documented on DD Form 1902. The hazardous materials training received during the unit driver training classes may be used for qualification.

The hazardous materials training must be documented on an OF 346 or equivalent, or on DD Form 1902.

www.gsa.gov/Portal/gsa/ep/formslibrary.do?viewType=DETAIL&formId=03330EBFD1FD94688525729F004FD89D

www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1902.pdf

d. Personnel responsible for packaging and shipping fuel samples must have completed the Transportation of Hazardous Material Certification Course (80 hours) from Troop Schools.

8.5 Accounting Procedures for Bulk Fuel.

- a. Unit will account for fuel using the following forms:
 - (1) DA Form 2765-1, Request for Issue or Turn-in.
- (2) <u>DA Form 3643</u>, Daily Issue of Petroleum Products. Use this form to record daily fuel transactions. Total daily Issues and receipts on the DA Form 3643 and post daily to DA Form 3644 and DA Form 5831-R.
- (3) <u>DA Form 3644</u>, Monthly Abstract of Issues of Petroleum Products and Operating Supplies. Use this form to recap manual fuel issues and receipts for a particular month.
- (4) <u>DA Form 3853-1</u>, Innage Gage Sheet (Using Innage Tape and Bob). Use this form to record the daily and weekly gauging of unit HEMTT fuelers, tankers, and TPUs.
- (5) <u>DA Form 4702-R</u>, Monthly Bulk Petroleum Accounting Summary. This form is used by units to maintain a summary record of receipts, issues, and inventory of POL products. The monthly summary will be completed at the company level.
- (6) <u>DA Form 5831-R</u>, Petroleum Product Inventory Control Sheet or a locally created form. Use this form to record requests for issue or turn-in of bulk fuel. The monthly inventory will be consolidated at the company level for all fuel vehicles and TPUs. The Accountable Officer at DOL will use DA Form 1296, Stock Accounting Record.
- (7) <u>DA Form 2064</u>, Document Register for Supply Actions. This form is used to record requests for issue and turn-in of bulk fuel.
- b. The DOL will use the AFSS and the FMD to record fuel transactions and inventory balances. The Automated Tank Gauging (ATG) equipment at the Tank Farm and TMP Fuel Point will be used instead of manual gauging for daily and weekly inventory measurements. Both the Tank Farm and the TMP Fuel Point will manually gauge fuel tanks once a month to ensure the integrity of the ATGs.

8.6 Daily Fuel Issues, Receipts, and Transfers.

a. Units will:

- (1) Record fuel issues and transfers on the <u>DA Form 3643</u>. Make entries in accordance with <u>DA Pam 710-2-1</u>, Section IV Bulk Petroleum Accountability, paragraph 12-15. The operator will total all issues and receipts and forward it to the Unit Class III Responsible Person along with the daily <u>DA Form 3853-1</u> or local equivalent. The unit Class III Responsible Person will annotate daily totals on the DA Form 3644 and the DA Form 5831-R.
- (2) Use meters, if available, to measure the quantity issued from the fuel transporting vehicles.
- (3) Use gauging sticks to identify volume of product on hand prior to receipt by the customer and after completion of the issue if meters are not on hand or are unserviceable.
- (4) Gauge and reconcile tanks daily when fuel has been issued, received or transferred. Record the results on the DA Form 3853-1 or local equivalent form. Fuel transporting vehicles that have not had any daily issues or receipts will be gauged and reconciled at least once a week and record results on the DA Form 3853-1 or local equivalent. Volume correction of daily and weekly reconciliation is optional; however, once established, volume correction must be continued.
- (5) Use the procedures in DA Pam 710-2-1, Section IV, paragraph 12-17, Alternate Audit Trails, during a field exercise, if maintaining auditable records is not feasible. This is a unit commander option.
 - b. DOL, Supply and Services Division will:
- (1) Utilize AFSS to record daily issues and transfers. For receipts, DOL will use the FMD. The Tank Farm will forward receiving documents and transfer documents daily to FMD Accounting, 7920 Apennines Drive (Star Building), A-Wing, Room **A1**.
- (2) Ensure the Tank Farm and TMP Fuel Point forward the Fuel Management Unit's (FMUs) printouts daily to the FMD Accounting. If or when a hose is placed in the manual mode, the individual doing so will sign and date that entry on the FMU printout. The Tank Farm will inform, by e-mail, the Contract Officer Representative (COR) or the Government Quality Assurance Evaluator (QAE) and FMD Accounting the same day that a hose is placed in manual. The TMP Fuel Point will inform, by telephone, the COR/QAE and FAS Accounting that a hose was placed in manual.
- c. The Tank Farm and TMP Fuel Point will compare the fuel register and/or pump readings to the FMU printout transactions to ensure the FMUs are recording fuel sales correctly. One comparison will be done daily on all hoses. The individual making the comparisons will initiate the FMU transactions.

d. The Tank Farm and TMP Fuel Point will ensure customers use their Prokees to obtain fuel for their assigned unit vehicles. Receipts (Tank Farm) are sent to FMD Accounting the next duty day.

8.7 Monthly Inventory Reporting.

- a. Units:
- (1) Units will inventory fuel products accordance with AR 710-2, Chapter 2 and DA Pam 710-2-1 Section IV.
- (2) Monthly inventories will reflect the quantity on hand as of 0800 local time on the last duty day of the month in accordance with DA Pam 710-2-1. When the last duty day of the month is a non-duty day, the monthly inventory may be conducted at the close of business the last workday of the month.
 - (3) Perform and document a physical inventory as follows:
- (a) Use DA Form 3853-1 or locally created form to record manual gauge measurements and calculate quantities on hand. Volume correction of 60° is required for quantities greater than 3,500 gallons. FM 10-67-1, Appendix I, contains the tables for volume corrections.
- (b) Use gauge sticks to measure fuel and water quantities to the nearest 1/8th inch.
 - (c) Post the physical closing inventory totals to DA Form 5831-R.
- (d) Prepare the <u>DA Form 4702-R</u>, Monthly Bulk Petroleum Accounting Summary, IAW DA Pam 710-2-1, Section IV, Chapter 12-19.
- (4) When the actual loss/gain exceeds the allowable amount and the total dollar value is equal or greater than \$500, initiate a Financial Liability Investigation. Provide a copy of the Financial Liability Investigation or AR 15-6 Investigation to the next higher command.
- (5) Conduct causative research when the actual loss/gain exceeds the allowable amount and the total dollar value is less than \$500. Document the causative research and provide a copy to the next higher command.
- (6) Companies will provide copies of the monthly DA Forms 3544 and 4701-R to their battalions within 3 working days before the end of the month. *Battalions or separate companies will summarize fuel receipts, issues, and inventories on DA Forms 3644 and 4702-R and forward them to G4 not later than the 15th of the month.*
 - b. POL Tank Farm and TMP Fuel Point:

- (1) These fuel facilities use automated gauging but are required to conduct end of month inventories by manually gauging all petroleum storage systems to verify the accuracy and integrity of the automated gauging systems. Inventories will be conducted in accordance with DoD 4140.25-M.
- (2) Inventories will reflect the quantity on hand as of 0800 local time on the first calendar day of each month. When the first calendar day of the month is a non-duty day, the monthly inventory may be conducted at the close of the business day that last workday of the month.
- (3) The Tank Farm will be closed during the monthly inventory and will not process any issues or receipts until the inventories are completed.
- (4) The TMP Fuel Point's monthly inventories will be as of 0005 local time on the first calendar day of each month. The TMP Fuel Point will manually gauge its product as of 0800 local time on the first workday of the month. It will be closed during the monthly gauging and will not process any issues or receipts until the gauging is completed.
- (5) The Fuel Accountable Officer may request gauging more frequently if inventories show abnormal variances.
- (6) The fuel facilities will inform their customers 10 days in advance of the monthly inventory/gauging.
- (7) The Tank Farm and TMP Fuel Point will provide the following documentation to FMD Accounting no later than the next working day of the month. The POL Tank Farm will provide the monthly DA Form 3853-1, the Current Tank Inventory Sheet (the sheet print time will be within 30 minutes of time recorded on the DA Form 3853-1), the DA Form 3643 for turn-ins, and causative research if required. The TMP Fuel Point will provide the monthly DA Form 3853-1, the Ronan Inventory Report (the report time will be within 10 minutes of the time recorded on the DA Form 3853-1) and causative research if required. The FMD Fuel Accounting will provide the FMD generated DA Form 4702-R, causative research if required, monthly FMD Consumption Report, and Tank Farm and TMP Fuel Point documentation to the Installation Fuel Accountable Officer no later than the 3rd working day of the month. The FMD Accounting will provide the Directorate of Public Works (DPW) Environmental Division, monthly fuel reports.
- **8.8 Establishing POL Tank Farm Account.** To establish Bulk Fuel Accounts, units will:
- a. Submit a <u>DA Form 1687</u>, Notice of Delegation of Authority Receipt for Supplies, in two copies to POL Tank Farm. Tank Farm personnel will date the signature card and return one copy to the customer. Units will take action to update the DA Form 1687 upon its expiration, change of responsible officer, or change of personnel authorized to request or receive bulk POL, whichever occurs first.

- b. Provide a memorandum order appointing the responsible officer and a copy of assumption of command orders.
 - c. Contact FMD Accounting, 7920 Apennines Drive, to have Prokees encoded.

8.9 Obtaining Bulk Fuel From POL Tank Farm.

- a. Units and activities.
- (1) Submit fuel requests using <u>DA Form 2765-1</u>. The quantity requested must not exceed the carrying capacity of the fuel transporting vehicles. The completed DA Form 2765-1 is the source document for fuel received.
- (2) Ensure the Prokee is for the fuel-transporting vehicles. If the Prokee is for another vehicle identification number, the unit will not be able to receive fuel for that vehicle. An exception is during extended field exercises in which the unit may provide its Prokees to the supporting fuel unit, which uses its organic vehicles for mission support. This exception will allow the actual fuel costs associated with that exercise to be captured.
 - (3) Ensure the fuel vehicle can pass the POL Vehicle Inspection.
 - (4) Ensure the vehicle operator's license and fuel handler's card are current.
 - (5) Ensure the fuel transporting vehicle has the proper markings.
- (6) At the POL entrance gate, Tank Farm personnel will inspect the unit's vehicle using the POL Vehicle Inspection Checklist. The facility operator will check for the vehicle operator's driver's license and fuel handler's card.
- (7) Ensure cell phones, beepers and pagers are not used inside the Bulk POL Facility. The use of cell phones, beepers and pagers is prohibited inside the Bulk POL Facility.
 - b. The facility operator.
- (1) Verify the DA Form 2765-1 against the DA Form 1687, assumption of command or appointment orders, and the Prokee. If any of the documentation does not match or is not current, the issue will not be made.
- (2) With the customer, ground and gauge the fuel-transporting vehicle prior to the issue to ensure the vehicle can hold the amount of fuel requested.
- (3) Ensure the customer uses his/her Prokee to activate the correct fuel dispenser.
- (4) After the issue is completed, the facility operator and customer will complete blocks Q, T, S, and V on the DA Form 2765-1.

- (5) Retain copy number one of the completed DA Form 2765-1.
- (6) The customer will record receipts on the DA Form 3643 and retain remaining copies of the completed DA Form 2765-1 for his/her records. Copy number four of the DA Form 2765-1 will be forwarded to the Unit Class III Responsible Person. He or she will annotate daily total on the DA Form 3643 and DA Form 5831-R.

8.10 Forecasting Bulk Fuel.

- a. Normal operations..
- (1) The unit S4 and/or the Unit Class III Responsible Person will forecast bulk fuel requirements no later than forty (40) calendar days prior to the unit's requested time. Submit a memorandum and spreadsheet through the servicing support unit to the Tank Farm. The memorandum will state the type of fuel required, the quantity and the time period. Attach a spreadsheet indicating the days the fuel and the amount of fuel are required.
- (2) Failure to meet the 40-calendar day forecast requirement may result in non-availability of fuel.
- (3) For after-duty fuel support, the unit will coordinate with the Tank Farm COR, 239-5624, or the Tank Farm QAE, 239-5249, at least 5 calendar days in advance. Unit coordination for extended or weekend hours with the contractor is prohibited.
 - b. Training Exercises.
- (1) The exercise unit will combine its fuel requirements with its supporting fuel unit and opposing force unit and provide one consolidated requirement to DOL, Supply and Services, at least forty (40) days prior to the exercise.
- (2) The DOL Supply and Services must receive the memorandum and spreadsheet at least forty (40) calendar days prior to the field exercise. The memorandum will state the type of fuel required, the quantity and the time period. This forecast is only for fuel required from the Tank Farm. The spreadsheet will indicate the days the fuel will be required and the amount of fuel required each day.
- (3) The exercise headquarters element will designate one office to coordinate for all after-duty hours fuel support. That designated office will coordinate with the Tank Farm COR, 239-5624, or the Tank Farm QAE, 239-5249, for after duty hours support at least five (5) calendar days before the start of the exercise.
- c. Requests for other monthly demands exceeding 20,000 gallons will be submitted to the Tank Farm.

d. Units requesting un-forecasted fuel exceeding 20,000 gallons require a request signed by a commanding officer in the rank/grade of LTC/05 or higher. Unforecasted issues will be made on an as available basis.

8.11 Automated Fuel Service System (AFSS).

- a. The AFSS provides for a self-service fueling site, automated data collection and accountability of all fuels. The AFSS is installed at the Tank Farm and the TMP Fuel Point. The AFSS fuel dispensers are activated by a special device known as Prokee Access Control Device.
- b. Prokee Management. FAS Accounting is the central manager of Prokees. The FAS Accounting office is located at 7920 Apennines Drive. Prokees are controlled items encoded with specific unit billing information. Specific procedures are:
- (1) Battalion S4s, Garrison and tenant activity POCs will sign for their Prokees on the Prokee Master Receipt Log. The Prokee POCs will then sub-hand receipt their issued Prokees to their companies, shops, sections, etc., using a <u>DA Form 5830-R</u>.
- (2) The Prokee Master Receipt Log must be reconciled twice a year. One time will be within the activity issued Prokees and the second time will be with FAS Accounting. Activities will notify FAS Accounting, in writing, that they have completed their Prokee reconciliations. FAS Accounting will schedule the annual reconciliation on a cyclical basis. The POC designations will be updated during the annual FAS Prokee reconciliation.
- (3) Change of Hand Receipt Holders. When the Prokee hand receipt holders change at the battalion or company level or at the Garrison or tenant activity level, new DA Forms 2062 and/or DA Form 5830, as appropriate, must be completed and signed. The new Prokee hand receipt holder will inform FAS Accounting of the change.
- (4) Lost, damaged, or stolen Prokees. Battalion and activity POCs will contact FAS Accounting when Prokees are lost, damaged, or stolen and will set up an appointment. Notification can be by either memorandum or e-mail and must include a statement on a <u>DA Form 2823</u> about the loss and efforts to find the lost Prokee. Another Prokee must be requested if needed for replacement.
- (5) Prokee hand receipt holders will turn in their Prokee and close their individual customer account when the hand receipt holder is deployed or is clearing the installation.
- (6) During periods of deployment the Rear Detachment Commander can assign individuals as Prokee hand receipt holders to support the Rear Detachment mission.
- b. The FAS Accounting will establish Prokee individual customer accounts. The accounts will include, but not be limited to, the current signed Prokee Master Receipt Log, the Point of Contact List, and any additions or changes.

8.12 Requesting and Receiving Commercial Deliveries of Bulk Fuel.

- a. The Tank Farm will follow requesting and receiving procedures contained in DoD 4140.25-M, DA Pam 710-2-2, Section VII, Ordering and Receiving Procedures for Bulk Petroleum Products from Commercial Sources and the Fuel Manager Defense (FMD) manual. The Tank Farm will notify FMD Accounting by e-mail no later than three (3) days before fuel is required.
- b. The DOL Supply and Services Division will inform the Defense Energy Support Center no longer than two (2) working days before the fuel is required.
- c. The Tank Farm will inspect the commercial vehicles using <u>DA Form 3857</u>. The Tank Farm will sign and forward all receipt documents to FMD Accounting, 7920 Apennines Drive.
- d. The FMD Accounting will process the vendor's ticket using the procedures contained in DoD 4140.25-M, <u>DA Pam 710-2-2</u> Section VII and Fuel Manager Defense (FMD) Manual.

8.13 Turn-In and De-Fueling Procedures.

- a. The POL Tank Farm will not accept turn-ins from units and activities.
- b. De-fueling of ground equipment and aircraft will be in accordance with the equipments' applicable Training Manuals (TMs), Field Manuals (FMs) and/or Army Regulations (ARs).
- **8.14 Required Sampling and Testing.** This paragraph provides guidance for quality surveillance sampling of bulk petroleum and for establishing a petroleum laboratory account. Follow procedures
- a. Follow procedures for sampling and testing in DA Pam 710-2-2, Section VIII, <u>AR 710-2</u> Appendix C, FM 10-67-2 and MIL-STD-3004.
- b. Samples will be submitted to the following USAPC Laboratory within 72 hours after the samples are taken.

USAPA Petroleum Testing Facility ATTN: AMSTA-LC-CJPT U Avenue, Bldg 85-3 New Cumberland, PA 17070-5008

c. The performance of all filters/separators, regardless of product in service, must be checked every thirty (30) days IAW <u>DA Pam 710-2-1</u> Chapter 12, Paragraph 12-30. All vehicles and equipment in operational use require test samples to be drawn. Equipment not in use will be tested when placed into service and then every thirty (30) days thereafter if in continued use.

- d. Sample tags (DA Form 1804, Petroleum Sample) must be prepared completely and correctly so that the laboratory can properly identify and process the sample. DA Forms1804 must accompany all test samples.
 - e. Appendix A provides additional guidance for packing and shipping samples.
- f. Aqua-Glo water detection testing will be performed daily before issue of JP8 for aviation use. Conduct test within twenty-four (24) hours of issue and every time refueling equipment receives JP8.
- g. Air crash samples must be taken for fuels and lubricants in suspected aircraft accidents. The investigating activity may request that the Army Petroleum Center provide a representative for assistance in sampling and testing the suspected product. Submit samples as specified in AR 710-2, appendix C. Annotate on a DA Form 1804 that the sample is for aircraft testing and attach it to the sample.
- h. Installation activities submitting samples for laboratory analysis must establish a DA Form 5832-R, Quality Surveillance Sample Submission Log.

8.15 Tank Purging Procedures.

- a. Detailed tank purging procedures are contained in the Environment Compliance Management Plan, section 10. Copies of the plan are available on CD from DES.
- b. Any fuel/water mixture produced during the purging process will be emptied into the fuel/water separator at the POL Tank Farm, 8311 1st Division Road, Custer Hill. Contact the Tank Farm for appointments.

Appendix A - References

Section I – Required Publications

AR 15-6

Procedures for Investigating Officers and Boards of Officers

AR 190-51

Security of Unclassified Army Property (Sensitive and Non-sensitive)

AR 710-2

Supply Policy below the National Level, Section VII – Petroleum Management and Appendix C – Petroleum Quality Surveillance and Technical Assistance Program

DA Pam 710-2-1

Using Unit Supply System (Manual Procedures), Chapter 12, Petroleum Management

DA Pam 710-2-2

Supply Support Activity Supply System: Manual Procedures. Chapter 25, Petroleum Management

FM 10-67-1

Concepts and Equipment of Petroleum Operations

DOD 4140.25-M

<u>Department of Defense Management of Bulk Petroleum Products, Natural Gas, and Coal www.desc.dla.mil/DCM/DCMPage.asp?PageID=699</u>

Section II - Referenced Publications

AR 600-55

The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing)

Code of Federal Regulations (CFR) 49 – Transportation Chapter 1 – Pipeline and Hazardous Materials Safety Administration, Part 171 General Information, Regulations, and Definitions http://www.access.gpo.gov/nara/cfr/waisidx_06/49cfr171_06.html

Section III - Prescribed Forms

DA Form 1687

Notice of Delegation of Authority — Receipt for Supplies

DA Form 1804

Petroleum Sample This form is not available on line but can be requested through your publications account.

DA Form 2062

Hand Receipt/Annex Number

DA Form 2064

Document Register for Supply Actions

DA Form 2064

Document Register for Supply Actions

DA Form 2765-1

Request for Issue or Turn-in

DA Form 3643

Daily Issues of Petroleum Products

DA Form 3644

Monthly Abstract of Issues of Petroleum Products and Operating Supplies

DA Form 5831-R

Petroleum Product Inventory Control Sheet

DA Form 3853-1

Innage Gage Sheet (Using Innage Tape and Bob)

DA Form 4702-R

Monthly Bulk Petroleum Accounting Summary

DA Form 5831-R

Petroleum Product Inventory Control Sheet.

Section III – Referenced Forms

OF 346

U.S. Government Motor Vehicle Operator's Identification Card (This form is not available on line. Ft. Riley Troop Schools issues and official OF 346 to the soldier upon completion of training.)

DA Form 348

Equipment Operator's Qualification Record (Except Aircraft)

DD Form 1902

Certificate of Qualification

Appendix B – Sample Submissions ONE GALLON SAMPLE FOR AIR OR SURFACE AND MILLIPORE FILTER MONITORS

- **1. Purpose.** This appendix provides guidance for packing and shipping fuel samples for laboratory analysis.
- **2. POL Classification**. Fuels and other petroleum by-products are classified as hazardous materials (HAZMAT) by the Department of Transportation (DOT). These materials must be properly classified, described, packaged, and labeled in accordance with the Code of Federal Regulations (CFR) 49 when offered or intended for transportation.
- **3. CFR Excerpts.** The following rules and requirements are excerpts from CFR 49, subtitle B, chapter 1, and are applicable to shipment of fuel samples only:

- a. Part 107, subpart D, section 107.329 (a) and (b) delineate the penalties to persons violating these requirements and provisions.
- b. Part 171, section 171.2 (a), (b), and (c) provide general information and requirements for shipping and transporting hazardous materials.
- c. Part 172, subpart B, section 172,101, Hazardous Material Table, lists proper shipping names, hazard class, identification numbers, packing group, labels required, special provisions, exceptions, and packing authorizations and limitations for shipment of items.
- d. Part 172, subpart C, section 172.202 (a), (b), (c), (d), and (e) list the shipping description of hazardous material to be used on the shipping paper.
- e. Part 172, Section 172.204, paragraphs (a) and (b) and paragraph (d) subparagraphs (1) and (2) contain the shipper's certification information. Each shipping paper will contain the following:

"This is to certify that the above-named materials are properly classified, described, packaged, marked and labeled, and are in the proper condition for transportation, according to the applicable regulations of the DOT."

Certification must include the printed or typed name and legible signature of the person offering the material for transportation. Date and telephone number are also required.

- f. DD Form 1149 constitutes the shipping paper.
- g. Part 172, subpart H, section 172.704 (a), (b), (c), (d), and (e) outline requirements for training of personnel required to package and certify fuel samples for shipment.
- **4. Shipper's Declaration for Dangerous Goods Label.** In accordance with the International Air Transport Association (IATA) Dangerous Goods Regulations, the Shipper's Declaration for Dangerous Goods must include the following information in the basic description and certification:
 - a. Proper shipping name.
 - b. Hazard class.
 - c. UN/NA identification number.
 - d. Packing group.
 - e. Net quantity and type packing (weight, volume, other as appropriate).
 - f. Packing instructions (see IATA Dangerous Goods Regulations).

- **5. Procedures.** Ship fuel samples using DD Form 1149, Requisition and Invoice/Shipping Document.
 - a. Basic Description: Use basic description exactly as follows:
 - (1) Gasoline, 3, UN1203, PG II, 1 GL/ 4Li.
 - (2) Fuel, aviation, turbine engine, 3, UN1863, Pg II, 1 GL/4 Li.
 - (3) Diesel fuel, 3 NA 1993, PG III, 1 GL/4 Li.
 - (4) Kerosene, 3 UN1223, PG III, 1 GL/4 Li.
- b. Packaging: Fuel samples may only be offered for transportation when packaged in DOT/UN certified containers as follows:
- (1) A one-gallon sample: Container assembly, steel drum, NSN 8115-01-192-0935, is acceptable for gasoline and aviation fuel samples. Containers must meet requirements of CFR 49, chapter 1, part 173, subpart E, sections 173.202 (a), (b), and (c) and 173-203 (a), (b) and (c).
- (2) For Millipore Filter Monitors, use a padded envelope or other padded container. Note: packages that rattle will not be shipped.
- (3) Outer container marking and labeling must be in compliance with CFR 49, chapter 1, part 172, subpart D, sections 172.301 (a) and 172.312 (a)(1), (2) and (b).
- (4) One-gallon samples must also include the following required markings and labels.
 - (a) Proper shipping name (Description Label)
 - (b) Package orientation arrows
 - (c) Mailing label
- (d) Flammable Liquid Label for gasoline and aviation fuel sample containers. Diesel fuel samples do not require labeling.
- (5) For Millipore Filter Monitors, the Dangerous Goods in Excepted Quantities, Labelmaster L350 is required.
- (6) Carton/container flaps must be secured with durable tape. Hand carry package to Transportation Division, Freight Section, Bldg. 1502 12th Street, Camp Funston, telephone number 239-3943.
- (8) Guide rules provided herein apply only to fuel samples and Millipore Filter Monitors and should not be applied to other hazardous materials or substances. Policies and procedures are excerpts from CFR 49. Personnel charged with the

preparation of fuel samples for shipment must be properly trained and comply with the provisions of CFR 49.

\\ ORIGINAL SIGNED\\

LARRY GITHERMAN Director of Logistics